



PPI140 - Communication Plan

XBID

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1 Introduction

The project communication plan sets the standards for what, how and when communication takes place in the project. It allows project management to maintain control of the project and ensure all stakeholders receive information with an appropriate level of detail, through the defined channel in an adequate frequency.

The plan identifies the audiences for the project, the information to communicate, and the communication methods to be used. The communication plan facilitates consistent, effective and coordinated communication between all project stakeholders in a regular fashion.

1.1 Purpose

The communication plan will provide the following details for each communication item in the project:

- General description
- Purpose of the communication item
- Frequency of distribution
- Medium for communication
- Audience
- Responsibility for the communication
- Media for distribution (i.e. meeting, mail, ...)

1.2 Intended Audience

- Project team members
- Project management
- Project steering committee members
- DBAG's contractual party, The PXs and PXs Observers

1.3 Referenced Documents

- PER100 – Project Quality Plan
- PPI160 – Key Project Terms and Glossary

