Last update: July 6, 2020 Environment Overview Appendix Id: Service Management Manual (VAR)

Communications Plan

1. **General Information**

Provide basic information about the project including:

Project Title – The proper name used to identify this project.

Proponent Secretary – The Secretary to whom the proponent agency is assigned or the Secretary that is sponsoring an enterprise project.

Proponent Agency – The agency that will be responsible for the management of the project.

Project Manager – The person(s) preparing this document.

Planned Initiation Start Date– Date that the project is projected to start.

Planned Completion Date - Date the project is expected to be complete.

Investment Approval Status – The current phase the project is in.

Item Classification Governance – The category of project based on the Risk and Complexity Assessments.

Total Cost at Complete (FPIFV) – The total estimated cost at the completion of the project.

|  |  |  |  |
| --- | --- | --- | --- |
| Project Title  |   | Planned Initiation Start Date  |   |
| Proponent Secretary  |   | Planned Completion Date  |   |
| Proponent Agency  |   | Investment Approval Status  |   |
| Project Manager  |   | Item Classification Governance  |   |
|   |   | Total Cost at Completion  |   |

1. **Points of Contact**

List each stakeholder and their project information needs.

Project Manager

Program Manager

Project Sponsor

Agency Head

Secretariat Contact

Customer User Representative 1

Customer User Representative 2

Customer User Representative 3

Customer User Representative 4

PMD Consultant

1. **Information Description, Collection, and Reporting**

List each stakeholder and their project information needs. Identify the specific Time Frame that the stakeholder needs to view this information (e.g., from the

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Number | Information Needs | Description of Information | Information Provider | Information Collection Schedule | Collection Method | Information Reporting Method |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. **Distribution Method**

List each report or document needed to communicate the information about the project identified in the last column of the Information Description, Collection, and Reporting table above. Identify the primary and secondary distribution methods for each report or document (e.g., voice, electronic mail, spreadsheet, formal presentation). Specify the frequency or distribution for each report or document.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Number | Distribution Method Report or Document | Distribution Method Primary Dist Method | Distribution Method Secondary Dist Method | Distribution Method Frequency |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |