The Communications Management Plan has the following purposes:

1. To present the communications mechanisms that the project will provide; and
2. To identify the schedule, contents, purpose, and person responsible for each communication.

**Prepared by**:       **Date:**

**Project:**

**List of Communications Mechanisms:** Check which ones will be used

Written status reports

Oral status reports

Stakeholder meetings

Stakeholder newsletters

“Town hall” meetings

my Tri-C space announcement or features

Tri-C’s public web site (www.tri-c.edu)

Discussion database

Issues log

Audio conference

Video conference

Telephone dial-in status

Other      

Other      

Other

**First Communications Mechanism**

* Description:
* Purpose

* Audience

* Frequency

* People responsible to prepare and review the communication

* Communication release plan

**Second Communications Mechanism**

* Description:
* Purpose

* Audience

* Frequency

* People responsible to prepare and review the communication

* Communication release plan

**Third Communications Mechanism**

* Description:
* Purpose

* Audience

* Frequency

* People responsible to prepare and review the communication

* Communication release plan