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