

Communications Plan Template

The Communications Plan facilitates effective and efficient dissemination of information to the research team members and major stakeholders in the research project. It describes the content/topic of the communications, responsible team member for preparing and sharing the information, frequency of distribution, recipient of the information, and the method for dissemination.

Content/Topic	Responsible Team Member	Frequency	Recipient	Method
What is the content (Kickoff meeting, Project team meetings, Project progress reports, Sponsor reports, Analysis, Results, Escalation of barriers and problems, budget status, Meetings, Meeting minutes)	Who is responsible for preparing and sharing the information	(time based, e.g. daily, monthly; or project milestone-based)	Who needs to receive the information	How is the information communicated (fax, phone, email, internet, paper, instant message, face to face)