|  |  |  |
| --- | --- | --- |
| Project # | Step 1. What is this project? | Date Submitted |
| Enter from Project Charter | Enter brief description from project charter |  |

## Step 2. Communication Strategy

| Task ID# | **What message** needs to be communicated? | **Who** needs to know the message? | What is the **preferred communication method** for this message?  | **When** will this be communicated to them? | **How frequently** will this be communicated to them? | Who will **compose** message? | Who will **distribute** message? |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Enter what client or stakeholder will need to know | Enter stakeholder(s) impacted by this | Enter communication method (phone, email, meeting, etc) | Enter date(s) | One-time, daily, weekly, etc. | Enter name of team member responsible | Enter name of team member responsible |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |

## Step 3. Approvals

|  |  |  |  |
| --- | --- | --- | --- |
| Required For Project Class… | Role of Approver | Submitted for Approval on: | Approval Received on: |
| All classes | 1. Client/Requestor |  |  |
| All classes | 3. Project Lead |  |  |
| All classes | 2. ITS Supervising Manager |  |  |

Attach any additional documentation.

Office Use Only: PMO Role: Advise/Assist/Full PM