| **B.12 Communication Management Strategy** |
| --- |
|  |
| Project name:  |  | Project ID: |  | Version: |  | Date: |  |
| Title: |  |
|  |
| 1. **Introduction**
 |
| *States the purpose, objectives and scope, and identifies who is responsible for the strategy.* |
|  |

|  |
| --- |
| 1. **Communication procedures**
 |
| *A description of (or reference to) any communication management methods to be used. Any variance from corporate or programme management standards should be highlighted, together with a justification for the variance.* |
|  |

|  |
| --- |
| 1. **Tools and techniques**
 |
| *Refers to any communication tools to be used, and any preference for techniques that may be used, for each step in the communication process.* |
|  |

|  |
| --- |
| 1. **Records**
 |
| *Definition of what communication records will be required and where they will be stored (for example, logging of external correspondence).* |
|  |

|  |
| --- |
| 1. **Reporting**
 |
| *Describes any reports on the communication process that are to produced, including their purpose, timing and recipients.* |
|  |

|  |
| --- |
| 1. **Timing of communication activities**
 |
| *States when formal communication activities are to be undertaken (for example, at the end of a stage) including performance audits of the communication methods.* |
|  |

|  |
| --- |
| 1. **Roles and reponsibilities**
 |
| *Describes who will be responsible for what aspects of the communication process, including any corporate or programme management roles involved with communication.* |
|  |

|  |
| --- |
| 1. **Stakeholder analysis**
 |
| *Identification of the interested party**Current relationship**Desired relationship**Interfaces**Key messages* |
|  |

|  |
| --- |
| 1. **Information needs for each interested party**
 |
| *Information required to be provided from the project**Information required to be provided to the project**Information provider and recipient**Frequency of communication**Means of communication**Format of communication* |
|  |