# Document Information

|  |  |
| --- | --- |
| **Project name:** | The name of your project |
| **Date:** | Date of the last approved version of this document |
| **Author:** | Normally, the name and title of the Project Manager |
| **Approver:** | Normally, the Project Board members |
| **Document code:** | Configuration item record number for this document |
| **Version:** | Version of the document (e.g. v2.12) |

Note: this document may not be valid anymore. Please check the configuration management system for the latest approved version of the document.

# Approval

|  |  |
| --- | --- |
| **Date** | **Name and Signature** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# Notes

Any extra information or concerns, or even an executive summary can go here. Leave empty if not needed.

# The Approach

|  |  |
| --- | --- |
| **Procedure:** | What communication methods are you going to use, and how? |
| **Timing:** | At which intervals is each type of communication used? |
| **Tools:** | Which pieces of software are you going to use in your communications and its management? |
| **Records:** | What are the information that will be communicated and where are they stored? |
| **Reports:** | How are you going to report on the performance of your communications? |
| **Responsibilities:** | What are the responsibilities related to managing communications? |

# Communication Plan

Communication plan, including the stakeholder list and their communication plan is available in the Communication Plan template.

**- - - - PRINCE2® Templates - - - -**

A guide for this template, it’s latest version, and all other templates are available at [mplaza.pm/templates](https://mplaza.pm/templates)

Also, you may be interested in using our PRINCE2 eLearning Courses available at [mplaza.pm](https://mplaza.pm/)

Copyright 2018, Management Plaza

You can use this document for free in your projects and for your personal purposes. Redistributing this document or using it for training requires permission from Management Plaza.

This document is based on AXELOS PRINCE2® material. Reproduced under licence from AXELOS. All rights reserved.