

Software Development Project Communication Plan

Project Information

Project Name:

Project Manager:

Date:

Stakeholder Directory

| Name | Role | Contact Information | Preferred Communication Channel |
|------|------|---------------------|---------------------------------|
| | | | |
| | | | |

Communication Goals

Communication Methods & Frequency

| Audience | Information to Share | Communication Method | Frequency | Owner |
|----------|----------------------|----------------------|-----------|-------|
| | | | | |
| | | | | |

Meeting Schedule

| Meeting Type | Purpose | Participants | Frequency |
|--------------|---------|--------------|-----------|
| | | | |
| | | | |

Escalation Process

Communication Plan Review & Updates