

# THE PROGRAMME OFFICE COMMUNICATIONS PLAN TEMPLATE

## PURPOSE

To detail the communication/reporting OUTPUT requirements of the Programme Office

## DOCUMENT HISTORY

Version	Author	Purpose of revision	Approved by	Approved Date
1	P. J. Payne	For presentation to client	N/A	05/10/2008

<b>STAKEHOLDERS</b>	<b>CONTACT NAME(S)</b>	<b>CONTACT EMAIL ADDRESSES</b>	<b>CONTACT TELEPHONE NUMBER</b>
Director(s)			
Senior Management Team(s)			
Senior Responsible Officers			
Stakeholders			
Clients			
Suppliers			
Programme 1			
Programme 2			
Programme 3			
Programme 4			
Programme 5			
Programme 6			
Programme 7			

# THE PROGRAMME OFFICE 'COMMUNICATIONS PLAN' SCHEDULE

WHAT	TO	WHY	HOW	WHEN	BY
Programme Cost Report	All stakeholders	Financial Review	Summary text report and spreadsheets.	Monthly on last working day	Finance Analyst
Programme Milestone Report	Programme Manager	Progress Review	Access to updated plans	Weekly on Wednesdays	Planner/Analyst
Programme Milestone Report	Senior Management Team	Progress Review	Access to updated plans	Monthly on last working day	Planner/Analyst
Programmes Delivery Report	Programme Managers	Progress Review	Email Spreadsheet	Weekly on Wednesdays	Programme Planner
Programmes Delivery Report	Senior Management Team(s)	Progress Review	Email Spreadsheet	Monthly on last working day	Programme Planner