Version 3.0

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company name

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# Project Communication Plan

## Project communication documents

Description

### TRACKING RISKS AND ISSUES

| Document | Recipients | Responsibilities | Update frequency |
| --- | --- | --- | --- |
| Executive status report | Name | Responsibility | Number |
| Risk management document | Name | Responsibility | Number |
| Issue management document | Name | Responsibility | Number |
| Change control document | Name | Responsibility | Number |
| Project schedule | Name | Responsibility | Number |
| Document 1 | Lead name | Responsibility | Number |
| Document 2 | Lead name | Responsibility | Numbers |

## TRACKING RISKS AND ISSUES

Description

### TRACKING RISKS AND ISSUES

* List your team's quality goals.

### TRACKING RISKS AND ISSUES

Description

**Project Name project team**

| Name of team | Team goals | Team leads | Team roles |
| --- | --- | --- | --- |
| Name 1 | Goals | Lead name | Roles |
| Name 2 | Goals | Lead name | Roles |
| Name 3 | Goals | Lead name | Roles |
| Name 4 | Goals | Lead name | Roles |
| Name 5 | Goals | Lead name | Roles |

## TRACKING RISKS AND ISSUES

Description

## TRACKING RISKS AND ISSUES

* List all potential problems that might arise during the project, and list their causes, symptoms, consequences, and possible solutions.

## TRACKING RISKS AND ISSUES

Description

| Date recorded | Risk description | Probability | Impact | Mitigation plan |
| --- | --- | --- | --- | --- |
| Date 1 | Description | Probability | Impact | Plan |
| Date 2 | Description | Probability | Impact | Plan |
| Date 3 | Description | Probability | Impact | Plan |

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