Version 3.0

12/30/22



Presented by: Gurmeet Dhillon

company name

123 South St, Manhattan, NY 54321

# 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  |

## TRACKING RISKS AND ISSUES

### TRACKING RISKS AND ISSUES

Description

### TRACKING RISKS AND ISSUES

Description

### TRACKING RISKS AND ISSUES

Description