

Appendix 13 - Communication Plan

Facilities Planning and Construction (FP&C)

Project Name: <Project Name>
Project Manager: <Project Manager>

Project ID: <Project ID>
Updated: <Insert last update date>

Purpose: Consistent project reporting helps keep the Client and project stakeholders informed of the current status of the Project. This document is intended to provide transparency on required communication from the project stakeholders.

Item #	PPM Section		Project Size	Owner of Communication Task	Communication Type	Communication Type Details	Attendance	Frequency	Associated Template/ Documents	Elements of Communication
1	6	Initiation	All	Project Manager	Meeting	Project Scoping	Project Team	Per each scoping phase	Design Assessment Checklist	Scoping Session to occur within 2 weeks of PM Assignment PM to capture full intended scope of work from Client
2	9	Closeout	Large	Project Manager	Meeting	Lessons Learned Workshop	Project stakeholders	1x per project (@ completion)	Project Lessons Learned Log	
3	10	Schedule Management	All	Project Manager	Meeting	Project Schedule Meeting	Project stakeholders	As required	Schedule Checklist	
4	12	Risk Management	All	Project Manager	Meeting	Risk Management Meeting	Project stakeholders	As required	Risk Register	
5	13	Project Communication	All	Project Manager	Meeting	Internal FP&C Staff Meeting	FP&C Staff	Bi-Weekly (2x/month)	Item #8 & #9	
6	13	Project Communication	Large	General Contractor	Meeting	Coordination Meeting Owner-Architect-Contractor (OAC)	Project stakeholders	Bi-Weekly (2x/month)	n/a	
7	14	Change Management	All	Project Manager	Meeting	Project Change Meetings	Project stakeholders	As required	1. Contractor Potential Change Order 2. Change Order Log	
8	13	Project Communication	Large	Director	Report	Board of Regents Report	Board of Regents	Periodically	Construction in Progress	To be communicated at Quarterly BOR meeting
9	13	Project Communication	All	Fiscal Manager	Report	Statewide Maintenance and R&R Report	Board of Regents	1x/year (December)		
10	13	Project Communication	All	Fiscal Manager	Report	Expenditure Report	Board of Regents	1x/year (June)		
11	13	Project Communication	All	Fiscal Manager	Report	Operations Report	Board of Regents	1x/year (July)		