MM MAIS
Michigan Administrative Information Services

PMM Interactive Flow
Project Communication Plan (M108)

Project Name:	PMM Interactive Flow	PlanView Number:	
Project Sponsor:		Project Size:	
Project Director:		Project Start Date:	9/19/07
Project Manager:	Cristine Little	Project End Date:	12/17/07

Report	Frequency	Topics	Assigned To	Recipients
Team Status Reports	Weekly	• Major events and accomplishments in the past week • Open issues impacting work effort • Slipping tasks • Upcoming week's key events • Dependencies impacting next week's work effort (Source - Lotus Notes Status Report DB)	Team Members	Project Manager Project Lead
Project Team Meetings - Agendas and Minutes	Weekly	• Review of project schedule/plan and deliverables status • Review of project issues, risks, changes status • Review of action items	Project Administrator	Project Team
Project Stakeholder Meetings-Agendas and Minutes	Weekly and/or Monthly	• Review of over-all project schedule/plan • Summary of accomplishments • Summary of project issues, risks, scope changes	Project Administrator	Project Manager Project Sponsor Business & Technical Process Owner(s)
Effort Tracking- Project Summary	Monthly	• Actual hrs. vs. estimates ○ By division	Project Administrator	Project Manager Project Lead

M108 Project Communication Plan
P:\Projects\PMM Interactive Flow\Deliverables & Templates\PM Templates-InRevision\Definition & Start Up\M108 Example.docx

Page 1 of 4

Report	Frequency	Topics	Assigned To	Recipients
		○ By unit ○ By phase - Earned value (Source: PlanView)		Project Sponsor Business & Technical Process Owner(s)
Effort Tracking	Weekly	- Actual hrs. vs. estimates ○ Per division ○ By unit ○ By phase - Earned value (Source: PlanView)	Project Administrator	Project Manager Project Lead Project Sponsor Business & Technical Process Owner(s)
Summary Budget Reporting	Monthly	- Actual $'s vs. budgets ○ By division ○ By unit ○ By phase - Earned value in $ - Budget projections - A/P encumbrances (Source: Data Warehouse, ODS)	Project Manager	Project Sponsor Business & Technical Process Owner(s)
Budget Tracking	Monthly	- Actual $'s vs. budgets ○ By division ○ By unit ○ By phase - Earned value in $ - Budget projections - A/P encumbrances (Source: Data Warehouse, ODS)	Project Manager	Project Sponsor Business & Technical Process Owner(s)
Issue/Risks/Change/Scope Tracking	Weekly	- By priority - By division	Project Administrator Project Team	Project Manager Project Lead

M108 Project Communication Plan
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Page 2 of 4

Report	Frequency	Topics	Assigned To	Recipients
		• Over due tasks (Source: PM Project Control Spreadsheets or Lotus Notes Issues Database)		Project Team
Identification of critical path Items and Status (from Project Plan)	Weekly	• Tasks • Dependencies • Status	Project Administrator	Project Manager Project Lead
Release Meeting High-level Status Reports	Weekly	• Metrics for tasks/phases 3 months out	Project Manager	Project Sponsor Business & Technical Process Owner(s)
High-level Status Report	Quarterly at project onset; Reduce to monthly as upgrade nears completion	• High-level effort tracking • High-level budget status • Issues • High-level critical path items and status	Project Manager	Project Sponsor Business & Technical Process Owner(s) Project Team

M108 Project Communication Plan
P:\Projects\PMM Interactive Flow\Deliverables & Templates\PM Templates-InRevision\Definition & Start Up\M108 Example.docx

Page 3 of 4

Document Change Control
Project Communication Plan (M108)

Version Number	Date	Revision Author	Description
1.0	11/07/07	SS-KS	Draft submitted for review.

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