

The first step in the process is to identify the key stakeholders who will be affected by the project. This includes the project sponsor, the project manager, the project team, and the project stakeholders. Once the stakeholders have been identified, the next step is to develop a communication plan. This plan should outline the communication objectives, the communication channels, and the communication frequency.

The communication plan should also include a list of communication activities and a communication matrix. The communication matrix should identify the communication objectives, the communication channels, and the communication frequency for each stakeholder. The communication matrix is a key tool for managing project communication.

Communication Matrix

Stakeholder	Communication Objectives	Communication Channels	Communication Frequency
Project Sponsor	Provide regular status reports and keep the sponsor informed of project progress.	Formal reports, meetings, and email.	Weekly.
Project Manager	Provide daily status reports and keep the project manager informed of project progress.	Formal reports, meetings, and email.	Daily.
Project Team	Provide regular status reports and keep the project team informed of project progress.	Formal reports, meetings, and email.	Weekly.
Project Stakeholders	Provide regular status reports and keep the project stakeholders informed of project progress.	Formal reports, meetings, and email.	Weekly.

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