



# CHECKLIST

## COMMUNICATIONS MANAGEMENT

Issue Date: <mm/dd/yyyy>  
Revision Date: <mm/dd/yyyy>

### Document Purpose

This checklist is a brief document listing the items to be noted, checked, remembered, and delivered when completing the accompanying template and/or project management practice.

### Activities Checklist

Communications Management Checklist	
	Have all project stakeholders been identified and its members' appropriate information recorded in the Communications Management Plan?
	Have all project stakeholders been prioritized in order to better understand their influence on the project?
	Has the audience (organization or group name) receiving the communication been identified and their appropriate information recorded in the Communications Management Plan?
	Have the different types of communications been explored? <input type="checkbox"/> Announcement <input type="checkbox"/> Articles <input type="checkbox"/> Briefing <input type="checkbox"/> Brochure <input type="checkbox"/> Congressional Inquiry <input type="checkbox"/> Deliverable <input type="checkbox"/> Draft for Comment <input type="checkbox"/> Press Release <input type="checkbox"/> Script <input type="checkbox"/> Status Reports <input type="checkbox"/> Other: _____
	Have the different options for communication vehicles been explored? <input type="checkbox"/> eMail <input type="checkbox"/> Fact Sheet <input type="checkbox"/> Flyer <input type="checkbox"/> Newsletter <input type="checkbox"/> Paper Deliverable <input type="checkbox"/> Paper Report <input type="checkbox"/> Speech <input type="checkbox"/> Web Updates <input type="checkbox"/> Other: _____
	Have the chosen communication types and vehicles been documented in the Communications Management Plan?
	Have the information about the use of the chosen communication types and vehicles been recorded?
	Have all of the various types of project meetings been identified and documented in the Communications Management Plan?
	Have project reporting mechanisms and frequency been recorded in the plan?
	Has the Communications Plan been reviewed by the project team and all internal and external stakeholders?
	Do the individual project team members/stakeholders agree that the plan includes the appropriate types and frequencies of communications for them?