

Facilities Planning and Construction (FP&C)

<Project Name>
<Project Manager>

Project ID:
Updated:

<Project ID>
<Insert last update date>

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	(ec)-21.6(t)-16.5()TJ0sd1Tc0 Tw(MB na6 .65521cW0 TD-n)10.2(ec0 Ay16.5()TJ0 -1.3103 TD)0 Aya1)16.2(rn)16.	Project Schedule Meeting	Project Meeting