



POPI Compliance Preparation Project **Communications Management Plan**

Introduction

This Communications Management Plan is based on the structure recommended in the publication “Guide to the Project Management Body of Knowledge” (PMBOK).

Plan Communications Management

This process involves the overall approach to be used to manage communications on the project. The key deliverable is the Communications Management Plan (CMP). The CMP should include:

- What needs to be communicated? (Contents, scope)
- Who needs to receive the communications? (Level of audience and their needs)
- When do they need to receive the communications? (Frequency)
- How will the communication take place? (Method)
- Responsibilities for implementing the plan

Implement Communications Management Plan

This step involves implementing the Communications Plan which has been developed.

Conformity with Enterprise Communications Management

It is suggested that the approach recommended here is reviewed and amended if necessary to ensure conformance where an Enterprise Communications Management methodology or function already exists.

Document compiled by Dr Peter Tobin

IACT-Africa

5 July 2016