CDC UNIFIED PROCESS CHECKLIST

COMMUNICATION MANAGEMENT

Purpose

The purpose of this document is to provide a quick reference checklist for use by the project manager to ensure that all appropriate activities related to **Communication Management** have been addressed.

Activities Checklist

This section provides a checklist related to the practice of **Communication Management**. The checklist can be used to assure that the project has completed the activities related to effective **Communication Management**.

Communication Management Checklist	
	Have project stakeholders been identified and their appropriate information recorded in the Communication Management Plan?
	Have the different options for communication vehicles been explored?
	Have the chosen communication vehicles been documented in the plan and information about their use been recorded?
	Have all expected project meetings been identified and recorded in the plan?
	Have project reporting mechanisms and frequency been defined and 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 type and frequency of communications for them?