**[](https://www.smartsheet.com/try-it?trp=11223&utm_source=integrated+content&utm_campaign=/content/pmo-templates&utm_medium=PMO+Communication+Plan+Matrix+doc+11223&lpa=PMO+Communication+Plan+Matrix+doc+11223&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)PMO COMMUNICATION PLAN MATRIX**

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| **COMMUNICATION DESCRIPTION** | **COMMUNICATION MEDIUM** | **DELIVERY METHOD** | **PURPOSE** | **FREQUENCY** | **RECEIVER OF COMMUNICATION** |
| **Owner: PM** |  |  |  |  |  |
| FAQs | Team Portal | Email link to portal | To answer questions and keep project team up to date on frequently asked project questions | Portal updated weekly | Project Team |
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| **Owner: PMO Manager** |  |  |  |  |  |
| PMO Announcements | Newsletter | Email | Keep project managers up to date on latest PMO standards and happenings | Weekly | Project Managers |
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| **Owner: CFO** |  |  |  |  |  |
| Budget Report | PPT Presentation | Meeting | Reporting on and analyzing financial position | Bi-weekly | CEO, COO, PMO, PM, Key Stakeholders |
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| **Owner: Other** |  |  |  |  |  |
| Stakeholder update | Newsletter | Email | Provide stakeholders with visibility | Monthly | Stakeholders |
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