**PROJECT MANAGEMENT COMMUNICATION MATRIX TEMPLATE**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **TYPE OF COMMUNICATION** | **OBJECTIVES** | **METHOD OF COMMUNICATION** | **FREQUENCY** | **RECIPIENTS** | **PERSON RESPONSIBLE** | **DELIVERABLE** | **FORMAT** |
|   |   | Email | As Needed |   |   |   |   |
|   |   | In-Person | Once |   |   |   |   |
|   |   | Face-to-Face | Daily |   |   |   |   |
|   |   | Screen-to-Screen | Weekly |   |   |   |   |
|   |   | Conference Call | Bi-Weekly |   |   |   |   |
|   |   | Meeting | Monthly |   |   |   |   |
|   |   | Newsletter | Bi-Monthly |   |   |   |   |
|   |   | Project Report |   |   |   |   |   |
|   |   | Other |   |   |   |   |   |

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