[](https://www.smartsheet.com/try-it?trp=11809&utm_source=template-word&utm_medium=content&utm_campaign=Project+Management+Communication+Matrix-word-11809&lpa=Project+Management+Communication+Matrix+word+11809)**PROJECT MANAGEMENT COMMUNICATION MATRIX TEMPLATE**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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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