Project Communication Plan Checklist

Project: Project Name (eB #)

☐ Interview initial project contact(s) to determine key stakeholders
☐ Gather additional stakeholder information from key stakeholders
☐ Confirm that contact information is current and is the preferred method(s)
☐ Include Cornell partners such as Cornell University Police (CUP), Grounds, Transportation, Shops, and Authority Having Jurisdictions (AHJs)
☐ Populate PCP (Project Communication Plan) Template with key information
☐ Write a project narrative based on project scope, sequencing, impacts
☐ Distribute the PCP to your project team and key stakeholders
☐ Execute communications as per the plan
☐ Review, update, and redistribute the PCP at each phase of the project
☐ Track feedback on your communication plan for process improvement