

Communication Management Plan

Vol 2 (12/3)

Project Name:

- **Stakeholder communications requirements:**
- Erin Henderson, email updates with developing information
- Jason Deane, formal project report updates
- Tournament Participants, information on the tournament

1. Communications summary:

Stakeholders	Communications Name	Delivery Method/Format	Responsible	Due/Frequency
Sponsor - Erin Henderson	Project Updates	Email communication	Billy	
Champion - Jason Deane	Formal Progress Report Meetings	Presentation/Report	Entire Team	11/1, 12/4
Tournament Participants	Status Updates	Facebook Group Updates	Entire Team	Periodic. Depending on weather updates
Carilion Children	Beneficiaries	In Person Check Delivery	Entire Team	12/3 - turn in

1. Comments/Guidelines (if applicable):

- Only change from Volume 1 to Volume 2 of this document is the addition of the “Carilion Children” row
- Erin Henderson accepted the check on behalf of the children