

Purpose

The Communications Plan Matrix, details and tracks the OCM communications activities of a given project. The stakeholders identified and confirmed from the FX Program Stakeholder Analysis are the targeted recipients of key messages. The Communications Plan Matrix includes the timing of message distribution, the audience for each, and the approval status.

The Communications Plan Matrix will also include program level communication activities (executed by the Program Communications Lead), for all Vendor OCM teams to complete and/or contribute to in partnership with the Agency OCM Team. These may include, but are not limited to FX Program Executive Steering Committee (ESC) meetings, FX Insight Updates, and Ad Hoc / Emergency Communications.

Considerations

The Communications Plan Matrix is to be completed with the Communications Plan. Once completed, the Communications Plan and the Communications Plan Matrix should be stored in the FX Project Repository for the given project.

For available communication vehicles, see the Communications Vehicle Inventory on the FX Project Repository.

Note that the messages herein are examples that should be updated as needed for the given project.

Completed By

This template is completed by the Project Communications Lead.

Completed When

This template is completed during the **3. Build OCM Strategy and Plans** phase of the OCM Standards which aligns with FXPLC phase **Initiation, Concept, & Planning**.

