

# Communications Plan

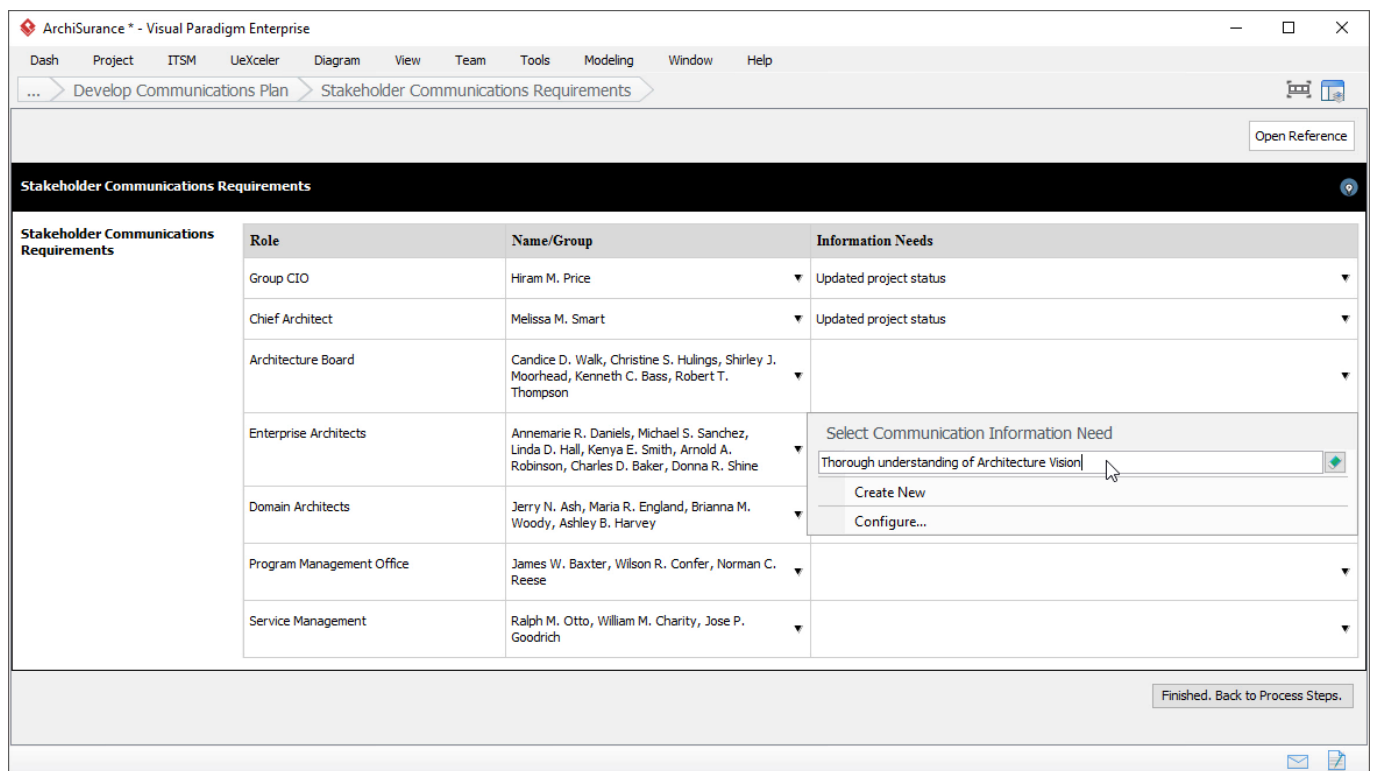
Communications Plan is one of the TOGAF deliverables you can create with the [TOGAF software](#). It describes the Communications Plan for your project.

Enterprise architectures contain large volumes of complex and inter-dependent information. Effective communication of targeted information to the right stakeholders at the right time is a critical success factor for enterprise architecture. Communications Plan allows for this communication to be carried out within a planned and managed process.

## Step 1: Develop Communications Plan

### List the stakeholders and describe their information needs

Communication is the way to deliver information needed by someone. In this step, determine the people and target group that need to receive a particular kind of information.



The screenshot shows the ArchiSurance software interface. The main window is titled "Stakeholder Communications Requirements". It contains a table with the following data:

Stakeholder Communications Requirements	Role	Name/Group	Information Needs
	Group CIO	Hiram M. Price	Updated project status
	Chief Architect	Melissa M. Smart	Updated project status
	Architecture Board	Candice D. Walk, Christine S. Hulings, Shirley J. Moorhead, Kenneth C. Bass, Robert T. Thompson	
	Enterprise Architects	Annemarie R. Daniels, Michael S. Sanchez, Linda D. Hall, Kenya E. Smith, Arnold A. Robinson, Charles D. Baker, Donna R. Shine	Select Communication Information Need Thorough understanding of Architecture Vision
	Domain Architects	Jerry N. Ash, Maria R. England, Brianna M. Woody, Ashley B. Harvey	
	Program Management Office	James W. Baxter, Wilson R. Confer, Norman C. Reese	
	Service Management	Ralph M. Otto, William M. Charity, Jose P. Goodrich	

The "Enterprise Architects" row is selected, and a context menu is open over the "Information Needs" column. The menu options are "Create New" and "Configure...". The "Create New" option is currently selected, and the text "Thorough understanding of Architecture Vision" is entered in the input field.

### Complete the communication matrix

For each information need, identify the purpose of such need (e.g., to meet a requirement, to build buy-in, to build consensus, to fulfill a tradition), the provider of the information, when and how it is collected, and how the information will be reported.

ArchiSurance \* - Visual Paradigm Enterprise

Dash Project ITSM UeXceler Diagram View Team Tools Modeling Window Help

... > Develop Communications Plan > Communication Matrix

Open Reference

**Communication Matrix**

Information Need	Purpose of Communication	Provider of Information	When is Information Collected	How is Information Collected	Output (Report or Document)
Updated project status	Ensure project is on the right track	Frederick S. Ison	Every week	Regular team meetings	Status Report
Thorough understanding of Architecture Vision	Ensure a clear understanding about the project	Frederick S. Ison	By the end of Phase A	Meeting with stakeholders	Architecture Vision
Thorough understanding of architecture development activities, policies and standards	Know the scope of activities in order to clarify doubts and carry out works appropriately	Frederick S. Ison	Beginning of each ADM phase	Studying of Statement of Architecture Work, Architecture Vision and Architecture Definition	Kickoff Meetings

Finished. Back to Process Steps.

## Identify delivery vehicles

For each report or document needed to communicate information, identify the primary and secondary distribution vehicles, which are the methods for delivering the report or document (e.g., email, verbal, conference call, meeting, written memo, newsletter, website, formal presentation, status report). Specify the frequency or distribution for each report or document.

ArchiSurance \* - Visual Paradigm Enterprise

Dash Project ITSM UeXceler Diagram View Team Tools Modeling Window Help

... > Develop Communications Plan > Delivery Vehicles

Open Reference

**Delivery Vehicles**

Output (Report or Document)	Primary Delivery Vehicle	Secondary Delivery Vehicle	Distribution Frequency
Status Report	Status report	N/A	Every Monday, until project transition
Architecture Vision	Email	N/A	By the end of Phase A
Kickoff Meetings	Meeting	N/A	Beginning of ADM phases

Finished. Back to Process Steps.