Communications Plan

Team: Enterprise Architecture

Deliverable: Communication Plan

Purpose

- To identify the communication requirements within the Enterprise Business Architecture team and The entire organization..
- To define the communication scope and strategy (approach, responsibilities, activities, deliverables).

Description

This Communications Plan is intended for the use of the Solution Architecture team. It is intended to optimize the exchange of information within the Enerprise Architecture team as well as to and from the team to other stakeholders.

Table of Content

1. Communication Scope
2. Communication Objectives
3. Key Messages
4. Communication Requirements
    - Target Audience and Information Needs
    - Constraints
    - Risks and Mitigation Approach
5. Communication Vehicles
    - Key stakeholder keep informed
    - Key IT Leadership Team Meetings
    - Enterprise Architecture Services Board
    - IT Leads Meeting
    - The Placemat
    - Monthly Newsletter
    - Lunch & Learn Sessions
    - Enterprise Architecture Center of Excellence
    - Implementation Governance and Project Delivery Services Team Meetings
    - Enterprise Architecture Services Core Team Meetings
    - Enterprise Architecture Services Team Meetings
    - Ad Hoc Stakeholder Engagement