**Communications Plan**

**The organization will focus on developing a sophisticated online web portal infrastructure to support and improve quality service nationally. The progress will be monitor through submission of data, information sharing and monitoring quality improvement enterprises. The main objective of the team members is the designing the organization portal layout, interface style, menus, and on-line help. The functionality work comprises the identification of portal content with definition of information access requirement. The team members will be coordinating the identification, adoption; expansion and portal customization channel.**

**Identify which tools (such as regularly scheduled meetings and reports) will be used to communicate project status and proposed changes. Be specific on timeframes and the types of information that will be shared with these tools.**

**Next, discuss which stakeholder groups will receive the specific communications described above. This can be done via a matrix or table by listing stakeholders in the left column, the types of communications along the top, and an "x" in the cells where a specific stakeholder group should receive a particular communication.**

**Layout an authorization plan and who will need to sign-off on specific communications or movement to the next phase in a project.**

**Include samples of some of the reports or canned communications that would be sent.**

**Please provide references and in text citation**