

**PROJECT**  
**Fit-out Works- Location**


**PROJECT COMMUNICATION PLAN**

**Doc. No.:CBS-PPM-02**

**Date: Month/ Year**


Prepared by:



Client Logo	Communication Plan	 <b>CBS</b> <small>Interior Design &amp; Decoration</small>
	Project	
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## 1.Introduction

***Effective communication between all parties is vital to the success of the project and to the achievement of time, cost, scope, and quality objectives.***

The scope of this project has a heavy emphasis on stakeholder engagement / liaison which shall be recorded by Minutes of Meetings. A formal report shall be issued at each milestone completion. Apart from this, internal meetings with the team shall be arranged on a weekly basis to review progress and report any shortcomings.

The project's success relies on effective communication by the Project Team, which comprises of the following key members:

1. Client
2. PMT- Employer Appointed Project Manager
3. CREATIVE BUSINESS SOLUTIONS- Fit-out Contractor

In addition to this, effective engagement with stakeholders will be explained further in this section.

## 2. Confidentiality


All information issued to any party or generated as part of the design process or in respect of progress and in relation to the project is to be considered and treated as strictly confidential by all parties and will be subject to the Non-Disclosure Agreement signed by each party.

## 3.Publicity

No public communications are to be made in relation to the project unless authorized in writing by the Client.

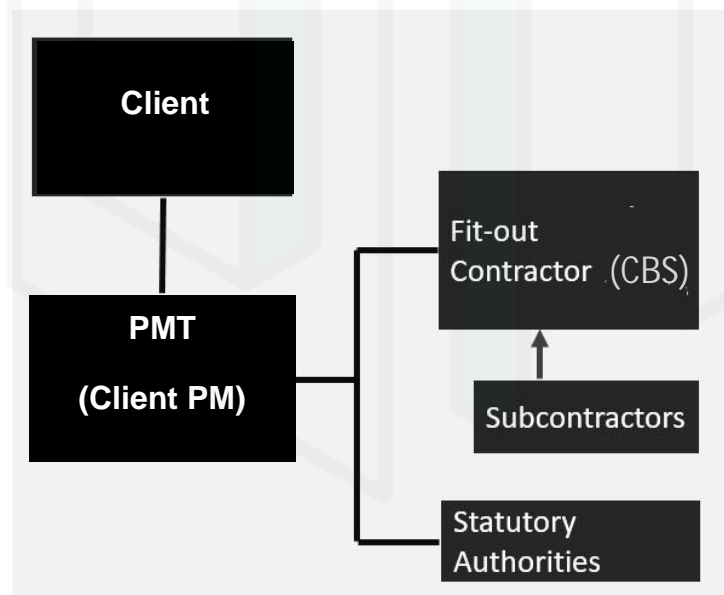
## 4.Communications

- Communications between the members of the Project Team shall be unrestricted, however unnecessary written correspondence is to be discouraged by the Project Team.
- The Client shall be copied in on all technical correspondence.
- The free flow of information and ideas is fully encouraged.
- Each party shall ensure that all appropriate members of the Project Team are kept fully informed and made aware of all relevant aspects of the project.
- Communications generally between all parties should be identifiably referenced and it is the responsibility of the sender to make sure the reference system is clearly understandable by all recipients.

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- All correspondence must clearly identify the circulation.
- General 'informal' communication is to be sent via email where speed of communication is important, however 'hard copies' should be sent as a backup.
- All 'formal' communications are to be sent via official letter.
- Wherever possible the volume of formal correspondence between the Project Team should be reduced however a clear audit trail of progress and issues impacting on the final design and cost of the project must be maintained.
- Verbal communication should be confirmed in writing or by email at the earliest convenience.


### 5. Communication Matrix



### 6. Document Control

The Document Controller will manage and store all documentation produced for and in relation to the project throughout the project duration on an agreed flat form Example Aconex (Client / Project Requirement) and on Project Site, following the CBS standard structure for filing, archiving and folders. However, it remains the responsibility of each Project Team party to retain copies of all original documentation issued and received.

All hard and soft copy drawings, documents i.e. reports, specifications, calculations, manuals, test results, method statements, etc. issued by CBS must be accompanied by a transmittal form containing the information below as a minimum:

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- Document Names
- Document Revision
- Issue Date
- Distribution List
- Reason for Issue
- Type of Issue (CD, Hard Copy)
- Document Issue History

## 7. Drawing and Document Register

CBS will establish a Drawing and Document Register that clearly defines the drawings and documents issued and received during the course of the project. The register should be updated regularly to record all the documents and drawings issued and received, including details such as the filename, revision, date of issue, and the reason for issue.

## 8. Meetings

At various stages of the project, specific meetings will be required to review action and follow up on key matters to enable the project to be managed and executed effectively.

All project meetings will be held in the project site office and where necessary via conference call (Zoom, Skype or similar).

It is envisaged that meetings will be more frequent in the early stages of the project.


The party responsible for the preparation of the meeting minutes is responsible for the distribution of the meeting minutes.

It is the responsibility of each attendee to ensure that they are fully prepared for the meeting by arriving / joining on time, are in possession of a copy of the previous meeting minutes and agenda and bring along any relevant supporting information i.e. drawings, report, etc.

Each attendee is also responsible for taking their own notes and a record of their actions which must be completed by the agreed dates.

## 9. Reporting

Various reports will be required to be completed at key stages of the project and on a regular basis. The reports are required to record facts about the current status and / or risks which might want to be raised to key parties / individuals working on the project. All reports are required to be issued on time, to ensure current and future issues can be reviewed and resolved.

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## 10. Progress Report

A Progress Report will be prepared by the Site Project Manager and issued to the Client. The Report will contain the following status information at a minimum:

- Summary of construction progress in relation to the Project's approved programme and performance criteria, budget and schedule;
- A chronological listing of significant project-related events for the reporting period;
- A schedule of project deliverables indicating date of delivery and acceptance against the original due dates, based on the base line project schedule;
- An identification of issues that make the successful completion of the work, the project budget, or the schedule at risk;
- An explanation and description of each issue, its nature and anticipated impact to the Project;
- The Consultant's suggestions for mitigating the impact that has been identified for each issue;
- Identification and summary description of other project meetings held during the period covered by the report;
- A list of documents distributed during the period;
- Identification of and schedule for Consultant or other meetings to be held during the next period;
- Weekly look ahead programme during construction.

## 11. Client Report

A Client Report will be prepared by the Senior Project Manager and issued to the Client. The Report will provide an update on the status of the Contract Agreement, covering matters such as work completed, ongoing and planned activities, information required and items of concern, change control, resourcing, and billing and payments.