



# PROPOSAL KIT SAMPLE

## SAMPLE PROJECT MANAGEMENT PACK DOCUMENT

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Date	Audience	Purpose or goal of the communication	Message	Communication Channel	Frequency	Communication Timeline	Owner	Status
<< Communication Date >>	<< Use the RACI to categorize individual or groups for the audience for the communication >>	<< Input >> - Information - Request - Awareness - Decision	<< Major topics of the communication >>	<< Input >> - Email - Physical Meeting - Web Meeting - Phone Call	<< Input >> - Daily - Weekly - Monthly - Quarterly - Yearly - Single instance - other	Date of next communication	Person responsible for delivering the message	
8/21/2013	Content Committee	Awareness	Roadmap planning for 2014 Onboard new asset type "Vendor Applications" in accounting.	Physical Meeting	Yearly	8/21/2014	Content Manager	Open
9/15/2013	Content Analyst	Request	Vendor Application Kick off Meeting with stakeholders	email	Weekly	9/21/2013	Content Manager	Open
9/20/2013	Content Manager	Information		Physical Meeting	Monthly	10/20/2013	Content Manager	Open

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