**U.S. DEPARTMENT OF ENERGY**

**DOE P/O/G XXX.X, *Title***

**Integrated Project Team (IPT) Communications Plan**

**Date**

*This template provides advice and boiler plate language for IPT use. Italicized text provides instructions and examples, and can be changed, eliminated, or added to as needed.*

1. **INTRODUCTION**
   1. **Purpose**. *Explain the purpose of the communications plan, and how it fits within the IPT revision process.*

The purpose of this plan is to guide and document how IPT activities and communications will be managed throughout the development/revision of DOE P/O/G XXX.X, *Title*. This communications plan represents the combined intent of the IPT and will be used to help meet the following objectives:

* *To raise awareness and understanding of the IPT development/revision throughout its lifecycle;*
* *To ensure accurate collection of IPT information;*
* *To plan and manage the timely and consistent distribution of IPT information to the project governance teams, management, and stakeholders to keep them energized, informed, and engaged;*
* *To accommodate storing of the information where it can be easily accessed and updated; and*
* *To provide the capability for archiving/purging of the information during final disposition.*
  1. **Scope**. *Describe the scope of the communications plan. Examples:*

This plan identifies the roles and responsibilities, processes, activities, and schedule used to manage the development/revision of DOE P/O/G XXX.X. The plan focuses on key activities, deliverables and communication elements. This plan is not intended to limit, but to enhance communication practices. Information in this plan includes:

*Examples:*

* *What information should be communicated, including the level of detail and format;*
* *How the information will be communicated, for example in meetings, via email, telephone, or web portal, etc.;*
* *When information will be distributed, including the frequency of project communications, both formal and informal;*
* *Who is responsible for communicating IPT information;*
* *Communication requirements for all IPT stakeholders;*
* *What resources the IPT allocates for communication;*
* *How any sensitive or confidential information will be communicated and who must authorize this;*
* *How changes in communication or the communication process will be managed;*
* *The flow of IPT communications;*
* *Any constraints, internal or external, which may affect project communications;*
* *Any standard templates, formats, or documents the project must use for communicating; and*
  + - *An escalation process for resolving any communication-based conflicts or issues.*

1. **PARTICIPANT ROLES AND RESPONSIBILITIES**
   1. **Integrated Project Team Co-Chairs.** *Explain the IPT Co-Chairs’ responsibilities. Examples:*
      * *The IPT will be co-chaired by the organization responsible for the directive and a program/laboratory with representation from impacted organizations and a combination of senior staff and subject matter experts.*
      * *The IPT Co-Chairs are responsible for communicating the status for scope and schedule, as well as monitoring, controlling, and communicating the project risks.*
      * *The IPT Co-Chairs will schedule all IPT meetings and maintain version control of all IPT documents.*
      * *The IPT Co-Chairs will serve as IPT liaisons to the Directives Review Board (DRB).*
   2. **Integrated Project Team Members.** *Explain IPT member responsibilities. Identify IPT membership in the below table. Examples:* 
      * *The IPT works under the direction of the IPT Co-Chairs to identify proposed changes to the directive and when possible, develop a consensus position for each change.*
      * *IPT members are responsible for developing and maintaining communication with project stakeholders necessary for the successful completion of DOE P/O/G XXX.X.*
      * *IPT members will primarily communicate and provide direction through the team member(s) assigned to coordinate with DOE internal and external organizations as established in Appendix A.*
      * *IPT members will help to ensure the success of the project by sharing information with the stakeholder groups they have been assigned to represent. DOE P/O/G XXX.X IPT membership is identified in the following table.*

| **Member** | **Organization** | **Email** |
| --- | --- | --- |
| *Example:*  *Co-Chair: Chris Tirado* | *MA; Directives Program* |  |
| Rows may be added as necessary |  |  |

* 1. **Directives Review Board**. The Directives Review Board (DRB) is responsible for reviewing and coordinating revisions to DOE directives. This IPT development/revision of DOE P/O/G XXX.X will be coordinated with the DRB by the IPT Co-Chairs.
  2. **DOE Stakeholders**. *A stakeholder is an individual or group with an interest in the outcome of a project because the project positively or negatively impacts them or because they can positively or negatively influence the project. Specify the stakeholders for this directive. Examples:*
     + *The majority of DOE stakeholders directly or indirectly associated with occurrence reporting and processing of operations information reside within one of three Under Secretaries: Under Secretary for Nuclear Security; Under Secretary for Science and Energy; and Under Secretary for Management and Performance.*
     + *Individual DOE offices that reside within each of the Under Secretaries and other DOE offices and organizations will be coordinated through the respective IPT members as assigned in Appendix A.*

1. **PROJECT OUTCOME AND OBJECTIVES**
   1. **Outcome.** *The overall outcome is revise DOE P/O/G XXX.X by DATE, with the following objectives:* 
      * *Seek Departmental consistency for DOE P/O/G XXX.X implementation.*
      * *Clarify requirements.*
      * *Eliminate or reduce duplication and redundancy with other DOE Directives.*
   2. **Development/Revision Schedule**. *Detail the IPT’s timeline, including major milestones and deliverables. Examples:*

The IPT’s main activities and critical milestones are listed below. Italicized dates are targets; actual dates will rely on writing team progress and extent of comment requiring resolution. Many activities may occur concurrently, as needed.

|  |  |  |  |
| --- | --- | --- | --- |
| **ACTIVITY** | **START** | **END** | **NOTES** |
| **Milestone** – Kickoff Meeting | MM/DD/YY | MM/DD/YY |  |
| Task Teams Round 1 | MM/DD/YY | MM/DD/YY |  |
| **Milestone** - DRB Briefing | TBD | TBD |  |
| Top 3 Issues Exercise |  |  |  |
| Task Teams Round 2 |  |  |  |
| Workshop #1 |  |  |  |
| **Milestone** - Draft Decision Memo |  |  |  |
| **Milestone** - DRB Approval of Decision Memo |  |  |  |
| Writing Teams Create First Cut Redline |  |  |  |
| Workshop #2 |  |  |  |
| Writing Teams Create Final Draft Revision |  |  |  |
| **Milestone** – Final Draft Revision |  |  |  |
| Final Draft Revision to DRB/Communities for Comment |  |  |  |
| Comments Resolution |  |  |  |
| **Milestone** - DRB Approval |  |  |  |
| **Milestone -** Final Approval |  |  |  |

1. COMMUNICATION PROCESS
   1. **Intent.** *Explain why the communications plan is in place and what is expected of IPT members as they implement the plan. Examples:*

*IPT members will ensure the communication goals set for in this project plan will be met. Specifically, IPT members will:*

* + - *Create consistent, proactive, and real-time messaging for each identified stakeholder;*
    - *Support near-term tasks as outlined in the plan; and*
    - *Build awareness and support project deliverables through thoughtful, targeted, and transparent communications.*
  1. **Strategy.** *Develop and describe a strategy for implementing the communications plan. This can include when and how to implement the plan. Examples:*
     + Implementation of the final approved directive should be considered and communicated throughout the revision process. The IPT should have a plan for implementation prior to the directive’s final approval.
     + *The primary avenue for disseminating information will be through the stakeholders and point of contacts identified in Appendix A.*
     + *IPT members will work with their stakeholders and points of contact to understand which individuals they should consult with in their organization/group (subject matter experts, etc) in seeking organizational concurrence.*
     + *A standard collection template for communication for IPT Members between stakeholders will be used by each IPT member and provided to the Co-Chairs who will maintain a master communications matrix.*
     + *A communications list will also be maintained by the Co-Chairs regarding documents and draft iterations disseminated to all communities.*
     + *Webinars should be used regularly to inform user communities of the revision’s status, increasing transparency and lessening confusion in implementation. These webinars should be used to educate users, and not as a chance for additional review and comment.*
  2. **Communication Distribution**. *Explain any requirements that must be met, or specific methods, technologies, or templates that should be used to ensure the communications plan is implemented to its fullest. Examples:* 
     + *Various methods will be used to distribute project information and communicate with project stakeholders. Documents, templates, and talking points will be furnished to assist IPT members in their communications.*
     + *The IPT Co-Chairs will maintain, and be able to provide upon request, a record of all formal messaging prepared for any of the identified stakeholder/audiences.*
     + *Communications will be tracked by the IPT Co-Chairs to the extent necessary to demonstrate due diligence in notifying and seeking input from necessary stakeholders.*
     + *Whenever possible, to expedite the dissemination of information, documents will be distributed via e-mail.*
  3. **Escalation**. *Describe the escalation process for issues that an individual IPT member is unable to resolve. Examples:*
     + *The IPT Co-Chairs will be notified as soon as possible in situations where conflict or significant concerns arise.*
     + *If issues cannot be resolved at the IPT level, the issues will be escalated to the DRB and the Deputy Secretary through the Directives Impasse process, as appropriate.*

1. ORGANIZATION COMMUNICATION MATRIX

The IPT agrees to have the following IPT members coordinate communications throughout the revision of DOE P/O/G XXX.X with the respective organizations.

|  |  |  |  |
| --- | --- | --- | --- |
| Stakeholder | Specific POC | Organizations Represented | IPT Member(s) |
| *Example: Directives Review Board* | * *Ingrid Kolb* | * *Office of Management* | * *Stanton* |
| Rows may be added as necessary. |  |  |  |