



# PROJECT MANAGEMENT TERMS

- **COMMUNICATION PLAN**
- **STAKEHOLDER COMMUNICATION**
- **MEETING MINUTES**
- **STATUS REPORTS**
- **INFORMATION RADIATOR**





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## Communication Plan

A document outlining  
how project  
communications will  
be managed.



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# Stakeholder Communication

Tailoring messages  
and updates to  
different project  
stakeholders.



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## Meeting Minutes

Summaries of meetings, including action items and decisions.



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## Status Reports

Regular updates on project progress, risks, and issues.

**REPORT**

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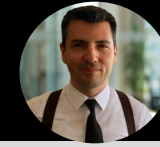
## Information Radiator

A visual display of project status for all stakeholders to see.



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