# Project communication plan

What goes where on this project · agree it at kick-off and pin it in every project group

| | | | |
|---|---|---|---|
| **Project** | | **Agreed on** | |
| **Prepared by** | Firm, person | **Agreed by** | Architect · PMC · Client |

## What goes where

| When you need to… | Use | Record kept in | Owner | Response within |
|---|---|---|---|---|
| **Coordinate day to day** | Project group chat — photos, site updates, quick questions | Group chat | | |
| **Ask a question that holds up work** | RFI / query — one question, numbered, with a needed-by date | RFI log | | |
| **Choose between options** | Decision record — options, prices, who decides | Decision log | | |
| **Issue a drawing** | Transmittal — drawing number and revision | Drawing register | | |
| **Record a meeting** | Minutes of Meeting — PDF within 24 hours | MoM file | | |
| **Change cost, scope or programme** | In writing, through the contract's process | Contract file | | |
| **Report something urgent or unsafe** | Phone call first, then in writing | Group chat + site record | | |

## Groups on this project

| Group | Purpose | Members | Admin |
|---|---|---|---|
| Whole project | Notices for everyone | | |
| Design coordination | Architect, consultants, PMC | | |
| Site | Day-to-day site coordination | | |
| Client | Decisions and key updates | | |
| | | | |

## Group rules

1. One group per purpose. Post in the group the message belongs to.
2. Decisions start with **DECISION:** — what was decided and who decided it.
3. Questions that hold up work go on an RFI. Post the RFI number in the group, not the whole question.
4. Never send a drawing without its number and revision. The drawing register says which revision is current.
5. A voice note that carries a decision is followed by one written line.
6. Minutes are shared as a PDF within 24 hours of every meeting.
7. Main groups are exported and filed at the end of every stage.