Communication Management Plan

**Project Name**: project-name-here

**Version:** version-here

**Author:** your-name-here

Last-Revision-Date: MM/DD/YY

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# Purpose

[Purpose, introduction, scope of document.]

# Definitions, Abbreviations, Acronyms

| Term | Definition |
| --- | --- |
| Application | The software component of the system |
| Software | An electronic program consisting of algorithms, control logic, data structures, data sets, operating system, user interface. Software may consist of critical and non-critical components and may be used as a part or as an accessory of a medical device to perform pre-defined and approved operations on medical devices. Software may itself be a medical device. Software may be used in the production of a device (e.g. programmable logic controllers used in the manufacturing of equipment.) Software may be used in implementation of the device manufacturer’s quality system (e.g. Software that records and maintains the device history record. |
| SOP | Standard Operating Procedure |
| [ex.] | [these are examples. Remove above, or add below.] |

# References

* FDA Guidance for the Content of Premarket Submissions for Software Contained in Medical Devices
* Draft Guidance for Industry and Food and Drug Administration Staff Mobile Medical Devices
* FDA 21 CFR Part 820 Quality System Regulation
* [above are examples. add or remove as needed. Note: all management plans must reference the Project Management Plan. Additionally, the Project Management Plan must reference all other management plans. These references reflect the relationship between the Integration KA and all other KAs]

# Stakeholder communications requirements

[text-here]

# Communications summary & Responsibilities

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Stakeholders | Communications Name | Delivery Method/Format | Producer | Due/Frequency |
| Project steering committee | Weekly status report | Hard copy and short meeting | Kristin Maur | Wed. mornings at 9 AM |
| Sponsor and champion | Monthly status report | Hard copy and short meeting | Kristin Maur | First Thursday of month at 10 AM |
| Affected employees | Project announcement | Memo, e-mail, intranet site, and announcement at department meetings | Lucy Camerena and Mike Sundby | July 1, 2007 |
| Project team | Weekly status report | Short meeting | All team members | Tues. afternoons at 2:00. |

# Comments & Guidelines

[text-here]

# Escalation procedures for resolving issues

[text-here]

# Revision procedures

[text-here, describes the procedure that will control revisions to this document. Drafting, reviewing, approving, releasing, distributing]