

Stakeholder Communication Plan Outline

1. Introduction

- Project Name
- Document Purpose
- Document Owner
- Date

2. Stakeholder Identification

Stakeholder Name	Role/Title	Interest/Influence	Communication Needs

3. Communication Objectives

- Objective 1
- Objective 2
- Objective 3

4. Communication Methods and Frequency

Audience	Method	Frequency	Responsibility

5. Key Messages

1. Message 1
2. Message 2
3. Message 3

6. Feedback Mechanisms

- Feedback channel 1
- Feedback channel 2

7. Communication Plan Review

- Plan Review Frequency
- Update & Approval Process
- Version Control