

Communication Plan Structure

Consulting Project

1. Purpose of Communication Plan

2. Communication Objectives

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3. Stakeholder Analysis

Stakeholder	Role	Interests	Influence	Communication Needs

4. Communication Methods & Channels

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5. Key Messages

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6. Communication Schedule

Activity	Audience	Frequency	Owner	Channel

7. Feedback & Monitoring

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8. Approvals

Name	Role	Approval Date