

Communication Plan Document

1. Purpose

Describe the purpose and objectives of the communication plan.

2. Communication Objectives

- *[Objective 1]*
- *[Objective 2]*
- *[Objective 3]*

3. Stakeholders

Stakeholder	Role	Information Needs
<i>[Stakeholder Group]</i>	<i>[Role]</i>	<i>[Needs]</i>
<i>[Stakeholder Group]</i>	<i>[Role]</i>	<i>[Needs]</i>

4. Communication Methods and Frequency

Audience	Method/Channel	Frequency	Owner
<i>[Audience]</i>	<i>[e.g., Email, Meeting]</i>	<i>[e.g., Weekly]</i>	<i>[Name or Role]</i>
<i>[Audience]</i>	<i>[e.g., Report]</i>	<i>[e.g., Monthly]</i>	<i>[Name or Role]</i>

5. Key Messages

- *[Key Message 1]*
- *[Key Message 2]*

6. Feedback Mechanisms

Describe how feedback will be collected and addressed.

7. Communication Plan Review

Outline the process and schedule for reviewing and updating the communication plan.