

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
[Stakeholder Group]	[Role]	[Needs]
[Stakeholder Group]	[Role]	[Needs]

4. Communication Methods and Frequency

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

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.