

# Stakeholder Communication Plan

## 1. Project Overview

[Insert brief description of the project, its purpose, and objectives]

## 2. Stakeholder Identification

Stakeholder Name	Role/Group	Interest & Influence
[e.g., Jane Smith]	[e.g., Project Sponsor]	[e.g., High interest, High influence]

## 3. Communication Objectives

- [Define key objectives for communicating with stakeholders]
- [e.g., Ensure clear understanding of project goals]

## 4. Communication Methods & Frequency

Stakeholder	Method/Channel	Frequency	Responsible
[e.g., All Project Team]	[e.g., Email Updates]	[e.g., Weekly]	[e.g., Project Manager]

## 5. Key Messages

- [Summarize the main messages for each stakeholder group]
- [e.g., Project timeline, milestones, expectations]

## 6. Feedback Mechanisms

- [Describe how feedback will be collected and addressed]
- [e.g., Surveys, Meetings, Email responses]

## 7. Communication Plan Review

[Describe how often the plan will be reviewed and updated, and by whom]