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**Communication Plan Template**

|  |  |  |
| --- | --- | --- |
| Objectives | Goals | How to measure |
|  | • List your goals here | •  |

**Audience**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Know | Feel | Do |
| Individual/ Group 1  |  |  |  |
| Individual/ Group 2 |  |  |  |
| Individual/ Group 3 |  |  |  |

**Overview**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Communication Type | Purpose | Audience | Frequency | Format/Channel | Owner | Status/Notes |
| Project Kick-off Meeting | Align team on project goals & timeline | Project Team, Stakeholders | One-time | In-person / Video Call | Project Manager | Scheduled for [Insert Date] |
| Weekly Status Report | Update on progress, issues, milestones | Project Team, Sponsor | Weekly | Morningmate | Team Lead | First report due [Insert Date] |
| Stakeholder Update | Inform stakeholders of high-level progress | Key Stakeholders | Bi-weekly | Presentation/Morningmate | Communication Officer | Template approved |
| Risk Management Alert | Communicate risks & mitigation plans | Project Team | As needed | Instant Messaging/ Morningmate | Risk Manager | In use |
| Change Request Notification | Inform about changes in scope/timeline | Stakeholders, Team | As needed | Change Log/ Morningmate | Project Manager | To be scheduled |
| Project Review Meeting | Review outcomes & lessons learned | Project Team, Sponsors | End of project | Meeting (In-person/Virtual) | Project Manager | To be scheduled |