***Communication Plan Template***

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| --- | --- | --- | --- | --- | --- | --- |
|  | | | | **Audiences** | | |
| **What** | **When** | **How** | **Responsible** | *Sponsor* | *Project Team* | *Who?* |
| *Activity Name* | *Project Start (include date when planned)* | *Meeting* | *Project Manager* | *Approve* | *Receive* |  |
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**Communication Plan**

**Acronyms**

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| --- | --- |
| Acronym | Description |
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**Glossary**

|  |  |
| --- | --- |
| Word/Term | Description |
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**References**

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| --- | --- |
| Document Title | Document Source |
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**Instructions for Use**

Italicized items are provided for example only. Modify content of the columns to meet project specific needs.

* What – List items or occurrences to be communicated.
* When - Indicate when the item should be generated and or updates distributed.
* How – Indicate the form the communication will take.
* Responsible – Indicate the name of the person or team responsible for producing and/or delivering the communication.

Audiences – Add more columns as needed and replace “Who?” with names of persons, entities or groups impacted by the communication plan. In their respective columns, indicate an appropriate level of involvement for that person, entity or group. Four common areas of involvement include:

* Person(s) who consult with the communication lead to produce the communication.
* Person(s) who have input on the communication and whose comments will result in changes to the communication before it occurs.
* Person(s) who approve the communication prior to dissemination or distribution.
* Person(s) who receive or review the communication, but who do not have review or approval role in the communication.