**ORGANIZATIONAL INTERNAL COMMUNICATIONS**

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| PROJECT MANAGER | PROJECT ID | DATE OF LAST UPDATE |  |  |  |  |
|   |   | A0000-9876 | Wednesday, December 8th |  |  |  |  |
|  |  |
| **COMMUNICATION METHOD** | **DESCRIPTION / PURPOSE OF COMMUNICATION** | **OBJECTIVES / KEY MESSAGES** | **FREQUENCY** | **AUDIENCE** | **OWNER** | **PROJECTED START DATE** | **CONCERNS** | **COMMENTS** |
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