******COMMUNICATION PLAN TEMPLATE**

SAMPLE

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| STAKEHOLDERS | DELIVERABLE | FREQUENCY | PRIORITY | OWNER | PREFERRED DELIVERY METHOD | COMMENTS |
| John B.  | Project Status | Weekly | High | Team | Video Conference |   |
| Kathy S.  | Staff Update | Daily at End of Business | Low | Human Resources | Email |   |
| Amelia R.  | Marketing Plan | Quarterly | Very High | Marketing and Outreach | Team Meeting |   |
| Justin C.  | Financial Updates | Quarterly or as Needed | High | Business Office | Email |   |

COMMUNICATION PLAN TEMPLATE

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| --- | --- | --- | --- | --- | --- | --- |
| STAKEHOLDERS | DELIVERABLE | FREQUENCY | PRIORITY | OWNER | PREFERRED DELIVERY METHOD | COMMENTS |
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