Communication Plan

Project: _____ **Project Manager:** _____

Enter the kind of change being implemented and the target audiences for all needed communications. Determine the most appropriate method for each, any materials needed, and so on. Keep this plan close at hand to make sure necessary communication events do not "slip through the cracks."

Item	Audience	Type of Communication	Accountable Person	Assistance From	Content/ Level of Detail	Materials	Tentative Date	Deadline for Completion

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