[](https://www.smartsheet.com/try-it?trp=11426&utm_source=template-word&utm_medium=content&utm_campaign=Project+Communication+Plan-word-11426&lpa=Project+Communication+Plan+word+11426)**PROJECT COMMUNICATION PLAN**

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| --- | --- | --- | --- | --- |
| PROJECT TITLE |  |  |  | PROJECT MANAGER |
|  | | | |  |
|  |  |  |  |  |
| TEAM MEMBERS |  |  |  | START DATE |
|  | | | |  |

KEY STAKEHOLDERS

|  |  |  |  |
| --- | --- | --- | --- |
| NAME | TITLE | PREFERRED COMMUNICATION | ADDITIONAL INFORMATION |
|  |  |  |  |
|  |  |  |  |
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COMMUNICATION GOALS

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COMMUNICATION PLAN

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| ACTIVITY | TYPE | FREQUENCY | ATTENDING | PURPOSE |
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