**PROJECT COMMUNICATION PLAN**

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

KEY STAKEHOLDERS

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| --- | --- | --- | --- |
| 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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