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| **[Project Name] Communication Plan** |
| Prepared by: [Project Manager’s Name] |

*The Project Communication plan is created by the project team early in project to indicate their agreement on how the team will communicate important information during the project - status, meetings, issues, deliverables, and design/document reviews. It is recommended that this plan is completed early enough to be included for review at the Project Kick-off Meeting. The following is a list of communication activities to consider. Please do not limit your list to these examples and add rows if desired. Remove italicized text once completed.*

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| **Audience** | **Vehicle of Communication** | **Frequency** | **Medium** | **Delivered By** | **Sensitivities** | **Date Delivered** | **Expected Result** |
| Team Members; Stakeholder; Sponsors | Email; one-on-one; informal meeting; newsletter; meeting; status report | Weekly; Bi-Weekly | Verbal; presentation; staff meeting | Manager; PMO Manager; Consultant | How important is this form of communication | Date vehicle of communication sent | Expected outcome of the information |
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