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| --- | --- | --- | --- | --- |
| Communication Plan for \_\_\_\_\_\_\_\_\_\_Project |  |  |  |  |
|  |  |  |  |  |
| |  |  |  |  | | --- | --- | --- | --- | | Project Team Member/Stakeholder | Communication\*  Preferred Format | Timing | Report Prepared by | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |
|  |  |  |  |  |
| \*For example, monthly status report, training plan, software-implementation plan, etc. |  |  |  |  |