COMMUNICATION PLAN

***Team Name or Project***

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|  | **Lead Project Manager** |  |
| **Executive Sponsor**  |  |
| **Key Partners** |  |

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| **Situation** |  |
| **Objectives** |  |
| **Key Messages** | *
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**TACTICAL PLAN**

| **Date** | **Audience** | **Tactic** | **Purpose** | **Content****/ Key Points** | **Communicator** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| *When does the communication need to happen?* | *Who needs to know or act?* | *How will you communicate the information?* | *What do you want the audience to do as a result of the communication?* | *What pieces of information will need to be included?* | *Who is the “voice” of the message?* | *Status, risks or issues* |
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