**Communication plan**

Admission system

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# **Revision history**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Version** | **Update date** | **Author** | **Content** |
|  |  |  |  |  |
|  |  |  |  |  |

Table 1: Revision history

# **Introduction**

## Purpose

## Definition, Acronyms and Abbreviations

|  |  |  |
| --- | --- | --- |
| **No** | **Glossary** | **Description** |
|  |  |  |
|  |  |  |

Table 2: Definition, Acronyms and Abbreviations

## Intended Audience and Reading Suggestions

|  |  |  |
| --- | --- | --- |
| **No** | **Intended Audience** | **Reading Suggestions** |
|  |  |  |
|  |  |  |
|  |  |  |

Table 3: Intended Audience and Reading Suggestions

# **Project stakeholders**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Role** | **Name** | **Email** | **Phone’s number** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Table 4: Project stakeholders

# **Detail communication plan**

The following table identifies the planned communication:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No** | **From** | **To** | **What get communicated** | **What get decided** | **Method** | **Frequency** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Table 5: Detail communication plan

# **Report template**

N/A