

projectName

**Communications plan**

PHASE 2: FEASIBILITY AND FOUNDATIONS

# Purpose of this document

To ...

# Quality criteria

* aaaa

# Document sign-off

|  |  |  |  |
| --- | --- | --- | --- |
| RACI | Role | Name | Date |
| Responsible | **Business analyst** |  | yyyy-mm-dd |
| Accountable | **Business sponsor** |  |  |
| Verified | Business visionary |  |  |
|  | Technical coordinator |  |  |
|  | Project manager |  |  |

# Revision history

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Version | Reason for change | Status | Date |
|  | 0.1.0 | Initial draft | Draft | yyyy-mm-dd |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# 1. Purpose

***Explain why...***

Purpose…

# 2. Key messages

***Description...***

Key messages...

# 3. Audiences

***Who...***

Audiences...

# 4. Tactics

***Description...***

Tactics...

# 5. Evaluation success

***Description...***

Evaluation success...