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**Communication Plan**

**Foxes Project**

**Abstract**

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# Introduction

## Purpose

*[Provide the information about purpose of communication plan in this project.]*

## Scope

*[Mention about the scope of the communication plan. Provide a brief list of the communication channel, meeting plan...]*

## Users of the Document

*[Mention users who all will be using this Communication Plan document.]*

# Stakeholders Information

*[This section contains the contact information of stakeholders.]*

## Project Stakeholders

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Stakeholders | Position | Contact Information |
|  |  |  |  |
|  |  |  |  |

Table 1 – Project Stakeholders Contact Information

## Project Team

|  |  |  |
| --- | --- | --- |
| No. | Members | Contact Information |
|  |  |  |
|  |  |  |
|  |  |  |

Table 2 – Team Members Contact Information

# Communication Plan

*[This section will describe the methods which can be used in cases of communicate.]*

# Meeting Plan

*[This section will describe the meeting plan with stakeholders.]*

## Meeting

### Meeting Schedule

|  |  |  |
| --- | --- | --- |
| Date | Time | Location |
|  |  |  |
|  |  |  |
|  |  |  |

Table 3 – Meeting Schedule

### Meeting Content

*[List out all meeting objectives, goals in this section.]*

# Revision

|  |  |  |  |
| --- | --- | --- | --- |
| # | Date | Editor | Description |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |