**COMMUNICATION PLAN (*UPDATED*) TEMPLATE**

|  |  |  |  |  |  |  |  |  |  |
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|  |  | |  |  | | | **AUDIENCES** | | |
| **DELIVERABLE** | | **FREQUENCY** | | | **MEDIUM** | **RESPONSIBLE** | *AUDIENCE 1* | *AUDIENCE 2* | *AUDIENCE 3* |
| ***WHAT:*** *Activities / Items to be Communicated* | | ***WHEN:*** *How often activity / item is to be run / conducted* | | | ***HOW:*** *Form of Communication: Meeting/Email/Chat* | ***OWNER:*** *Name of person responsible for communication* | **WHO:** *List (no new columns) person(s) affected by comm.* | **WHO:** *List (no new columns) person(s) affected by comm.* | **WHO:** *List (no new columns) person(s) affected by comm.* |
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**EXAMPLE OF COMMUNICATION PLAN MATRIX**

