



Communications Planning Template

Project Name: *Date:*

Project Number: *Agency:*

Modification Dates: *Prepared by:*

Distribution

Flow of project information throughout the project

Stakeholder	What info. do they need	Why do they need it	When will they get it	How will they get it

Updating the Communications Plan

Describe how and when the Communications Plan will be updated throughout the project.

Communications Plan Storage

Describe where physical project files will be kept within the agency as well as where electronic media might be stored for project team access.