**Communications Management Plan Template**

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| **Project Name** |  | | |
| **Project Manager** |  | | |
| **Sponsoring Organization** |  | | |
| **Plan Date** |  | | |
| **Section 1 - Purpose** | | | |
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| **Section 2 – Stakeholders List with Roles, Responsibilities, and Contact Information** | | | |
| **Internal Stakeholders** | | | |
| **Stakeholder Name (if known)** | **Title/Organization** | **Role/Responsibility** | **Contact Information** |
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| **Section 2 – Stakeholders List with Roles, Responsibilities, and Contact Information** | | | | | | | | |
| **External Stakeholders** | | | | | | | | |
| **Stakeholder Name (if known)** | | **Title/Organization** | | | **Role/Responsibility** | | **Contact Information** | |
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| **Section 3 – Stakeholder Information Requirements** | | | | | | | | |
| **Stakeholder Individuals/Groups** | | | | | **Information Requirements (What? When?)** | | | |
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| **Section 4 – Information Distribution Requirements** | | | | | | | | |
| **Communication Item** | **When?** | | **Audience** | **Person Responsible  for Collecting, Reporting, Distributing** | | **Distribution Methods**  **Primary/ Secondary** | | **Information Inputs  (if any)** |
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| **Section 5 – Information Collection and Reporting Requirements** | | | |
| **Information Input**  **(from section 4)** | **Person Responsible for Collecting and Reporting Information** | **Person Responsible for Submitting Information** | **When?** |
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| **Section 6 – Information Collection and Distribution Guidelines** | | | |
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| **Section 7 – Escalation Procedure** | | | |
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| **Section 8 – Update Procedure** | | | | |
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| **Section 9 – Glossary** | | | | |
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| **Section 10 – Revision History** | | | | |
| **Version Number** | **Date** | **Originator** | **Reason for Change** | **Approval** |
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*Extracted from MDP272a: Project Communications Management*