**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*