**Communications Planning Matrix Template**

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| **Communications Requirements** | **Communications Planning** |
| **Internal Stakeholders** | **Role** | **What?** | **When?** | **How?** | **Response** |
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| **External Stakeholders** | **Role** | **What?** | **When?** | **How?** | **Response** |
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*Extracted from MDP272a: Project Communications Management*