**Communications Planning Matrix Template**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Communications Requirements** | | | **Communications Planning** | | |
| **Internal Stakeholders** | **Role** | **What?** | **When?** | **How?** | **Response** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **External Stakeholders** | **Role** | **What?** | **When?** | **How?** | **Response** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

*Extracted from MDP272a: Project Communications Management*