**COMMUNICATION PLAN Template**

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| Stakeholder | Deliverable  | Frequently  | Priority  | Owner  | Preferred delivery method (channel) | comments |
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How to Write a Communication Plan:

1. Setting SMART Goals (Why, What , How, When and Addressing Potential Challenges (Mitigation))
2. Identify The Audience
3. Establish Your Communication Needs
4. Develop a Communication Schedule
5. Tailoring Messages for Resonance

**Tips:**

* Utilize Multiple Communication Channels
* Create a Communication Calendar
* Seek Feedback and Questions