

Communication Planning Worksheet

Stakeholders & Roles					
Who Identify key stakeholders and the role(s) they will play in the project. (Decision-maker? Team member? User or client? etc.)					
Information to Receive					
What For each stakeholder, identify the type(s) of information they need to receive about the project. (Updates? Progress? Feedback? etc.)					

<p>How For each stakeholder, identify how we will communicate with them. (In which format(s) or systems?)</p>	<i>Communication Format(s) or Systems</i>				
<p>When For each stakeholder, identify when and how often we will communicate with them. (At which point(s) or stage(s) in the project?)</p>	<i>When and How Often</i>				