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| --- | --- |
| **Status Reference:** | **Not Started**  **On Track**  **At Risk**  **Delayed**  **Complete** |

**Communication Plan Template**

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| --- | --- |
| **Date:** |  |
| **Version:** |  |

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| **Communication Goal:** |  |
| **Communication Objectives:** |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **Activity**  **(what we’re doing)** | **Audience**  **(who we’re trying to reach)** | **Purpose**  **(why we’re doing this)** | **Channel/Vehicle**  **(what we’re using to accomplish this)** | **Timeline**  **(Date)** | **Status**  **(where are we with this)** | **Evaluation**  **(how do we measure success)** |
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