**Prepare your Communication Plan**

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| Description | Frequency | Method | Audience | Owner |
| *Type of communication* | ***How often it will take place/ happen*** | ***Method of communication*** | ***Who will receive this communication/ information*** | ***Who is responsible for this communication*** |
| e.g. Project team meeting | Weekly | Face-to-face meeting/ Online meeting | Project managers/ team | Director/ Coordinator |
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