[A green sign with white text

Description automatically generated with medium confidence](https://www.smartsheet.com/try-it?trp=11446&utm_source=integrated+content&utm_campaign=/content/internal-communications-plan-template&utm_medium=Organizational+Internal+Communications+doc+11446&lpa=Organizational+Internal+Communications+doc+11446&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)**ORGANIZATIONAL INTERNAL COMMUNICATIONS**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| PROJECT MANAGER | | PROJECT ID | DATE OF LAST UPDATE | |  |  |  |  |
|  |  | A0000-9876 | Wednesday, December 8th | |  |  |  |  |
|  | | | | | | | |  |
| **COMMUNICATION METHOD** | **DESCRIPTION / PURPOSE OF COMMUNICATION** | **OBJECTIVES / KEY MESSAGES** | **FREQUENCY** | **AUDIENCE** | **OWNER** | **PROJECTED START DATE** | **CONCERNS** | **COMMENTS** |
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