**[](https://www.smartsheet.com/try-it?trp=11686&utm_source=integrated-content&utm_campaign=/content/communications-plan-templates&utm_medium=Communication+Plan+doc+11686&lpa=Communication+Plan+doc+11686)****COMMUNICATION PLAN TEMPLATE**

SAMPLE

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| --- | --- | --- | --- | --- | --- | --- |
| STAKEHOLDERS | DELIVERABLE | FREQUENCY | PRIORITY | OWNER | PREFERRED DELIVERY METHOD | COMMENTS |
| John B. | Project Status | Weekly | High | Team | Video Conference |  |
| Kathy S. | Staff Update | Daily at End of Business | Low | Human Resources | Email |  |
| Amelia R. | Marketing Plan | Quarterly | Very High | Marketing and Outreach | Team Meeting |  |
| Justin C. | Financial Updates | Quarterly or as Needed | High | Business Office | Email |  |

COMMUNICATION PLAN TEMPLATE

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| --- | --- | --- | --- | --- | --- | --- |
| STAKEHOLDERS | DELIVERABLE | FREQUENCY | PRIORITY | OWNER | PREFERRED DELIVERY METHOD | COMMENTS |
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