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| --- | --- | --- | --- | --- | --- | --- |
| What | Objective | Who | How | Media | When | Responsible |
| Terms of Reference | Business approval | Project Sponsor | Meeting | Word doc | 10/10/12 | Project Manager |
| Business Case | Business buy in | Senior Business Execs | Presentation | Powerpoint | Business briefing | Project Manager |
| Feasibility Prototype | Feedback | Business Users | Demonstration | HTML | t.b.a. | Developers |
| Outline Plan | Business approval | Senior Business Execs | Presentation | Ppt + doc |  | Project Manager |
| Status Report | Project progress | All Stakeholders | Email | Word | End of each month | Project Manager |
| Burndown Chart | Project progress | Development Team | Noticeboard | Print out | Daily | Dev Team Lead |
| Etc. |  |  |  |  |  |  |
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**Example Communication Plan**

*Change and resize any of the columns as required*

*Insert additional rows as needed*

*Add all the things you want/need to communicate with the objective, who to and compete the remaining columns*