## Handout: Communication Plan

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| --- | --- | --- | --- | --- | --- |
| Contact | How | What | When | Owner | Date |
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The basic communication plan includes the following elements:

* Party to contact
* How should they be contacted (ex. email, letter, phone or in person)
* What should be communicated
* When should they be communicated
* Who is responsible or owner for communicating to that party
* The date this party was actually contacted