

Communication Action Plan



How to use this template:

Use this table to help plan how your organisation will communication project details to staff, clients, volunteers and affiliated services.

Date	Communication Activity						
	Announcement/ Communication	Audience	Channel	Spokesperson/ Responsibility	Key Messages	Timing/ Frequency	Tools/Media/Materials
					What are we trying to achieve and why? What's being done about it? What do people need to know? What do people need to do?		

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