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| **Status Reference:** | **Not Started****On Track****At Risk****Delayed****Complete** |

**Communication Plan Template**

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| **Date:** |  |
| **Version:** |  |

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| **Communication Goal:** |  |
| **Communication Objectives:** |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **Activity****(what we’re doing)** | **Audience****(who we’re trying to reach)** | **Purpose****(why we’re doing this)** | **Channel/Vehicle****(what we’re using to accomplish this)** | **Timeline****(Date)** | **Status****(where are we with this)** | **Evaluation****(how do we measure success)** |
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