

# Project Communication Strategy Template

## 1. Project Overview

[Brief summary of the project and its objectives]

## 2. Communication Objectives

- [Objective 1]
- [Objective 2]
- [Objective 3]

## 3. Stakeholder Analysis

Stakeholder	Role	Interests/Needs	Level of Influence
[Name/Group]	[Role]	[Interests]	[Low/Medium/High]

## 4. Key Messages

- [Message 1]
- [Message 2]
- [Message 3]

## 5. Communication Methods and Tools

Channel/Tool	Purpose	Audience	Frequency	Owner
[e.g., Email, Meetings]	[Purpose]	[Audience]	[e.g., Weekly]	[Responsible Person]

## 6. Communication Schedule

Activity	Date/Timeframe	Target Audience	Owner
[e.g., Kick-off Meeting]	[Date/Recurring]	[Audience]	[Responsible Person]

## 7. Feedback and Evaluation

- [Describe how feedback will be gathered and reviewed]
- [Define how communication effectiveness will be evaluated]

## 8. Approvals

Name	Role	Signature	Date
[Approver 1]	[Role]		