

# Communication Strategy Template for Project Stakeholders

## PROJECT OVERVIEW

Project Name	
Project Manager	
Date	

## STAKEHOLDER ANALYSIS

Stakeholder	Role	Communication Needs

## KEY MESSAGES

- 
- 
- 

## COMMUNICATION METHODS & FREQUENCY

Stakeholder	Method	Frequency	Responsibility

## FEEDBACK MECHANISMS

- 
- 

## COMMUNICATION SCHEDULE

Date	Audience	Purpose	Channel