

Stakeholder Outreach Communication Plan Framework

1. Objectives

- [Define the primary goals and desired outcomes of the communication plan]

2. Key Stakeholders

Stakeholder Group	Interest/Influence	Role
[Example: Customers]	[High/Medium/Low]	[Recipient/Decision Maker/etc.]
[Example: Partners]	[High/Medium/Low]	[Contributor/etc.]

3. Key Messages

- [Primary message or theme]
- [Secondary messages, if any]

4. Communication Channels

- [Email newsletters]
- [Meetings]
- [Webinars]
- [Website]
- [Other relevant channels]

5. Communication Schedule

Activity	Audience	Channel	Frequency	Owner
[Kick-off Email]	[All Stakeholders]	[Email]	[One-time]	[Name/Role]
[Progress Update]	[Partners]	[Meeting]	[Monthly]	[Name/Role]

6. Feedback Mechanism

- [Describe how feedback will be collected and reviewed]

7. Success Metrics

- [Response rate]
- [Stakeholder engagement]
- [Other criteria for success]