

Project Risk Communication Plan Template

Project Name:

Enter project name

Date:

Enter date

Project Manager:

Enter project manager name

1. Purpose

Describe the purpose of this risk communication plan

2. Communication Objectives

List key objectives for communicating risks

3. Stakeholder Analysis

| Stakeholder | Role | Information Needs | Contact Method(s) |
|-----------------|----------|-------------------|---------------------|
| Add stakeholder | Add role | Add info needs | Add contact methods |

4. Risk Communication Methods & Frequency

| Communication Type | Audience | Frequency | Responsible Party |
|--------------------|-------------------|-------------|-------------------|
| e.g. Email Updates | e.g. Project Team | e.g. Weekly | e.g. Risk Manager |

5. Risk Escalation Procedures

Outline how risks will be escalated and to whom

6. Documentation & Reporting

Describe how communication will be documented and reported

7. Plan Review and Updates

State how and when the communication plan will be reviewed and updated

Prepared By:

Enter your name