

# 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