# Introduction

(States the purpose, objectives and scope, and identifies who is responsible for the strategy)

# Communications Procedure

(A description of (or reference to) any communication methods to be used. Any variance from corporate or programme management standards should be highlighted, together with a justification for the variance)

# Tools and Techniques

(Refers to any communication tools to be used, and any preference for techniques that may be used, for each step in the communication process)

# Records

(Definition of what communication records will be required and where they will be stored (for example, logging of external correspondence))

# Reporting

(Describes any reports on the communication process that are to be produced, including their purpose, timing and recipients (for example, performance indicators))

# Timing of Communication Activities

(States when formal communication activities are to be undertaken (for example, at the end of a stage) including performance audits of the communication methods)

# Roles and Responsibilities

(Describes who will be responsible for what aspects of the communication process, including any corporate or programme management roles involved with communication)

# Stakeholder Analysis

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Interested Party**[**1**](#_bookmark0) | **Current****Relationship** | **Desired****Relationship** | **Inter****faces** | **Key Messages** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Information Need

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Interested Party** | **Information for****Distribution** | **Information****for Collection** | **Information****Provider and Recipient** | **Frequency of****Communication** | **Means of****Communication** | **Format of****Communication** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |