

TOOL G. COMMUNICATION PLANNING TEMPLATE

Instructions: Work through this worksheet, including as much detail as possible under the heading in each column. When you have completed the worksheet, you will have the information necessary to guide communication strategies with stakeholders.

Stakeholder	What	When	How	Who
Identify the name of the individual stakeholder and/or organizational affiliation	Describe what needs to be communicated (i.e., results of assessment)	Indicate the start and/or end date(s)	Describe the communication method (i.e., presentation to stakeholders)	Indicate the person or organization responsible for ensuring this communication is completed
<i>Example: Senator Jones</i>	<i>Results of community needs assessment</i>	<i>After assessment results are available (Fall 2018)</i>	<i>Request in-person meeting</i>	<i>M. Smith</i>