Communication Plan Template

Use this simple communication plan template by Powerful Marketers to define how key messages will be shared across your project or organization. You can customize the fields based on your audience, timeline, and goals.

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| Audience | Key Message | Channel | Frequency/Timing | Owner/Responsible |
| Project Team | Weekly progress updates | Slack / Weekly Meeting | Every Monday, 10 AM | Project Manager |
| Stakeholders | Project milestone updates | Email / Monthly Report | First Friday of each month | Communications Lead |
| Clients | Product launch timeline and support resources | Newsletter / Client Portal | Bi-weekly | Marketing Manager |