



## Communications Plan

<b>Project Reference No</b>	This is the number assigned by the company's Project Office	<b>Project Name</b>	<i>Name of Project</i>					
<b>Purpose/Desired Outcome</b>	<b>Context</b>	<b>Audience</b>	<b>Messages</b>					
<i>What needs to be achieved by this communications</i>	<i>Brief description of background to this particular requirement for communication</i>	<i>Who is targeted by this communication? Who needs to know this information?</i>	<i>Type and content of messages to be communicated</i>					