# 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

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

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