

## COMMUNICATIONS PLANNING GUIDE

<b>Date</b>	
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<b>Project Name</b>		<b>Project Number</b>	
<b>Project Manager</b>		<b>Telephone No.</b>	

<b>Communications Event:</b>	
<b>Objectives:</b>	
<b>Participants</b> (include roles and responsibilities)	<b>Potential Barriers</b>
<b>Best Medium</b> (include support requirements)	<b>Feedback</b> (medium and response requirements)