Project Communications Plan Template

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| Requirements |
| Project name |  |
| Project timeframe |  |
| Funders |  |
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| Funding acknowledgement | This research, funded by the CRC for Developing Northern Australia (CRCNA) was supported by the Cooperative Research Centres Program, an Australian Government initiative. |
| TO acknowledgement |  |
| Project Partners |  |
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| Required logos |  |  |  |  |
| Logo file path |  |
| About the project |
| Project description |  |
| Goals |  |
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| Objectives |  |
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|  |
| Key locations |  |
| Sensitivities |  |
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|  |
| Project team | Role | Name | Position on the project |
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|  |  |  |
| Stakeholders | Role | Name | Contact details |
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|  |  |  |
|  |  |  |
| Key activities (engagement, field trips, reports etc.) | Date | Activity |
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| Key messages |  |
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| Measuring and communicating impact | What quantitative and qualitative difference will this project make to people? | What quantitative and qualitative difference will this project make to the environment? | What quantitative and qualitative difference will this project make to the economy? |
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| Administration |
| Communications roles and responsibilities | Name | Task |
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|  |  |
| Internal approvals process |  |
| Internal contact details |  |
| Pro forma content including review and approval timeframes for internal stakeholders |  |
| Partner / funder approvals process |  |
| Partner / funder contact details |  |
| Pro forma content including review and approval timeframes for partner / funders  |  |
| Activity Matrix |
| Date | Activity  | Communications Product | Channel/s  | Deadline |
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