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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