Communication Plan Template

| **Activity** | **Purpose of Communication** | **Audience** | **When** | **Delivery Method** | **Presentation Method** | **Documentation Formats** | **Level of Formality** | **Where** |
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**Delivery methods:**

* One-on-one meeting (face-to-face/telephone)
* Group meeting (collocated/virtual)
* Document distribution (hardcopy/e-mail/shared repository)

**Presentation methods:**

* Verbal
* Visual presentation
* Handouts

**Documentation formats:**

* Text
* Tables
* Diagrams
* Models (may combine text, tables, and diagrams)

**Level of formality:**

* Formal
* Informal

*Extracted from BA112: Plan, Manage, and Communicate Requirements*