



Communication Planning Tool

This tool is designed to guide you as you prepare for an event or the release of important information. Complete as much or as little as is necessary for your purpose.*

**This tool was developed to be used in conjunction with the Event Planning Template but can be used as a stand alone tool to support any communication requirement.*

Communication details:

WHAT do you need to communicate?	WHY do you need to communicate this?	WHO needs this?	WHEN do you need this to reach people? How often?	HOW is the best way to reach people? <i>Format? Delivery method?</i>	WHO is responsible for this communication?

Action Plan (Communication):

Action Required	Responsibility	Due Date	Comments
e.g. draft memo			
e.g. design flyer			
e.g. prepare mailing list			