



Template: Project Communication

Share project updates and wins with your team by using this project communication template. [Learn more](#) about this template.

[MM/DD/YYYY] Updates

Utilize this template for regular updates regarding important project information, updates, and accomplishments. Set it to daily, weekly, or customized intervals to ensure it's kept up to date and stakeholders remain informed.

General Status Updates

- Include a list of key updates here. This can include metrics, accomplishments, or anything else you feel should be shared as a status update.

Shoutouts

- Shine the spotlight on team members who have been doing exceptionally well.

What's Next?

- What are the next steps in the project's timeline? Document the upcoming phase of the project here along with any expectations or milestones.



Project Communication Plan Template

Project Name:

This is a sample text.

Start Date:

This is a sample text.

Completion Date:

This is a sample text.

Project Manager:

This is a sample text.

Project Objectives:

This is a sample text. You simply add your own text and description here. This text is fully editable.

Communication goals	Communication method	Audience	Frequency	Owner
You simply add your own text here.	You simply add your own text here.	You simply add your own text here.	You simply add your own text here.	You simply add your own text here.
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[COMPANY NAME]

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