**COMMUNICATIONS MANAGEMENT PLAN**

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| **Project Title:** |  |  | **Date:** |  |

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| **Information  Recipient** | **Recipient Requirements**  (format, delivery method) | **Information to be Communicated**  (content, level of detail, reason) | **Communication Constraints** | **Time Frame/ Frequency** | **Responsible for Communication** |
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| **Ground Rules:** | | | | | |
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