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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Manager:** | |  | | **Sponsor:** |  | | |
| **Project Folder:** | |  | | **Updated:** |  | | |
| **ID** | **Communication** | | **Description** | **Frequency** | **Delivery Method** | **Owner** | **Recipient/ Attendees** |
| *\** | *What information is being communicated?* | | *What is the description of the contents/purpose of this communication?* | *How often?* | *Email?* | *Who creates/sends?* | *Who receives?* |
| 1 |  | |  |  |  |  |  |
| 2 |  | |  |  |  |  |  |
| 3 |  | |  |  |  |  |  |
| 4 |  | |  |  |  |  |  |
| 5 |  | |  |  |  |  |  |
| 6 |  | |  |  |  |  |  |
| 7 |  | |  |  |  |  |  |
| 8 |  | |  |  |  |  |  |
| 9 |  | |  |  |  |  |  |
| 10 |  | |  |  |  |  |  |
| 11 |  | |  |  |  |  |  |
| 12 |  | |  |  |  |  |  |