

# Project Communication Flow Audit Form

Project Name

Audit Date

Auditor Name

## 1. Communication Channels

List communication channels currently used in the project (e.g., email, chat, meetings):

Comments on communication channel effectiveness:

## 2. Communication Frequency

How frequent is communication within the team?

Are team members satisfied with communication frequency?

Comments:

## 3. Information Flow

Describe the flow of information (e.g., top-down, bottom-up, both):

Any observed gaps or bottlenecks in information flow?

**4. Stakeholder Communication**

List stakeholders and their communication needs:

Are stakeholders receiving timely and relevant information?

Comments:

**5. Issues and Recommendations**

List any communication issues identified:

Recommendations for improving communication flow: