

Employee Engagement Communication Proposal

1. Overview

Proposal Title

Prepared By

Date

Summary

2. Objectives

Objectives of the Communication Plan

3. Target Audience

Target Audience

4. Key Messages

Key Messages

5. Communication Channels

Channels

6. Timeline

Timeline & Milestones

7. Roles & Responsibilities

Team Members & Roles

8. Measurement & Evaluation

How Success Will Be Measured

9. Budget

Estimated Budget

10. Approval

Approved By

Date