

Cross-Department Communication Channel Audit

1. Audit Overview

Department(s) Involved

Audit Date

Audit Conducted By

2. Communication Channels

Channel Name	Purpose	Frequency	Owner/Manager	Departments Using

3. Channel Effectiveness Assessment

Strengths

Weaknesses

4. Issues & Barriers Identified

5. Recommendations

6. Follow-up Actions

Action Item	Responsible	Deadline	Status

