

# External Stakeholder Communication Strategy

## 1. Purpose & Objectives

Communication Purpose & Strategic Objectives:

## 2. Stakeholder Identification & Analysis

Stakeholder Group	Interests	Level of Influence	Key Contact(s)	Notes

## 3. Key Messages

Summary of Key Messages:

## 4. Communication Methods & Channels

Channel	Format	Purpose	Frequency	Owner

## 5. Timeline

Milestone/Event	Date	Related Communication

## 6. Roles & Responsibilities

Role	Person/Team	Responsibility

## 7. Feedback & Reporting

How will feedback be collected & reported?

## 8. Evaluation Metrics

How will communication success be evaluated?