

# Stakeholder Risk Communication Plan Template

## 1. Project Overview

Project Name

Project Manager

Date

Purpose of Communication Plan

## 2. Stakeholder Identification

Stakeholder Name/Group	Role/Interest	Contact Information

## 3. Risk Identification

Risk Name/ID	Description	Potential Impact	Likelihood	Owner

## 4. Communication Strategy

Objectives

Key Messages

Communication Methods (Email, meetings, reports, etc.)

## 5. Communication Plan Matrix

Stakeholder	Information to Share	Frequency	Channel	Responsibility
-------------	----------------------	-----------	---------	----------------


6. Review and Update Process

Review Frequency

Update Procedure

7. Approval

Name

Date

Signature