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| **Project Name:** | **Project Number:** | **Prepared by: (Project Manager)** | **Date:** |
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| **Customer:** | **Business Unit:** | **Contact Name:** | **Project Type:** |
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| Introduction | Identify people with an interest in the project, the communication needs, and the methods of communication used to disseminate the information. |

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| stakeholders | **stakeholder issues** | **messages to communicate** | **communication type** | **delivery method** | **timing** | **Date Delivered** |
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