**Stakeholder Communications Plan (Template)**

The second step is to develop a communications plan to engage the stakeholders. This is so that you are able to convey the right messages (with the right nuances) to the stakeholder so as to update, hence win them around to support your project. You can use the following Stakeholder Communications worksheet to assist you with your stakeholder communication planning. The worksheet will include the following details:

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| Stakeholder Name | Current Status | R/S & Role | Mode of Comms | Desired Support | Desired Role | Desired Actions | Messages Needed | Comm/Actions |
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