

Stakeholder communication plan

	Primary concerns	Method of communication	Frequency of communication	Reporting format	Elements of customization	Ideas to celebrate wins
<i>Example</i>	<i>E.g. A seamless onboarding experience for their new employees using our product.</i>	<i>E.g. Regular video conference meetings, supplemented with email updates and progress reports.</i>	<i>E.g. Bi-weekly video conference meetings and monthly email updates, with ad hoc comms as needed.</i>	<i>E.g. Detailed progress reports highlighting key metrics such as onboarding completion rates, user feedback, and any challenges.</i>	<i>E.g. Tailoring onboarding materials to align with stakeholder's industry, business model, and unique requirements.</i>	<i>E.g. - Certification - Success stories - Feedback sessions</i>
Stakeholder #1						
Stakeholder #2						
Stakeholder #3						
Stakeholder #4						
Stakeholder #5						