Project Title:

Project Leader:

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| Aim | | | Approach | | Appoint | |
| Communication Purpose | Primary Message (bullet) | Audience/ Motivation | Frequency | Vehicle | Who Develops | Who Delivers |
| What is the purpose of this communication (e.g., status report, deliverable update)? | What is the content of this communication (e.g., summary of project status, update on project deliverables)? | Who needs to be informed (e.g., ITHS Staff, WWAMI region investigators, etc.)?  Why should they care? | How often will this type of communication occur? | What is the format (e.g., email, meeting, SharePoint, etc.)? | What do you want to get out of it (i.e., the goal)? | Who is delivering this communication to occur? |
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