**[](https://www.smartsheet.com/try-it?trp=12365&utm_source=template-word&utm_medium=content&utm_campaign=Release+Management+Communication+Plan-word-12365&lpa=Release+Management+Communication+Plan+word+12365)****Release Management Communication   
Plan Template**

SAMPLE

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| --- | --- | --- | --- | --- | --- | --- |
| Stakeholders | Deliverable | Frequency | Priority | Owner | Preferred Delivery Method | Comments |
| John B. | Project Status | Weekly | High | Team | Video Conference |  |
| Kathy S. | Staff Update | Daily at End of Business | Low | Human Resources | Email |  |
| Amelia R. | Marketing Plan | Quarterly | Very High | Marketing and Outreach | Team Meeting |  |
| Justin C. | Financial Updates | Quarterly or as Needed | High | Business Office | Email |  |

**Release Management Communication Plan Template**

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| Stakeholders | Deliverable | Frequency | Priority | Owner | Preferred Delivery Method | Comments |
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