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| **Project Manager:** |  | **Sponsor:** |  |
| **Project Folder:** |  | **Updated:** |  |
| **ID** | **Communication** | **Description** | **Frequency** | **Delivery Method** | **Owner** | **Recipient/ Attendees** |
| *\** | *What information is being communicated?* | *What is the description of the contents/purpose of this communication?* | *How often?* | *Email?* | *Who creates/sends?* | *Who receives?* |
| 1 |  |  |  |  |  |  |
| 2 |   |   |  |   |   |   |
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