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**[](https://www.smartsheet.com/try-it?trp=12127&utm_source=template-word&utm_medium=content&utm_campaign=Cross-Team+Collaboration+Communication+Plan-word-12127&lpa=Cross-Team+Collaboration+Communication+Plan+word+12127)Cross-Team Collaboration   
Communication Plan Template**

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| STAKEHOLDERS | DELIVERABLE | FREQUENCY | PRIORITY | OWNER | PREFERRED DELIVERY METHOD | SHARED CALENDAR | COMMUNICATION OVERVIEW | COMMENTS |
| Name | Project Status | Weekly | High | Team | Video Conference | Add link here | Specify which collaboration tools (e.g., Slack, Microsoft Teams, Trello) will be used for communication |  |
| Name | Staff update | Daily at End of Business Day | Low | Human Resources | Email |  |  |  |
| Name | Marketing Plan | Quarterly | Very High | Marketing and Outreach | Team Meeting |  |  |  |
| Name | Financial Updates | Quarterly or as needed | High | Business Office | Email |  |  |  |
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| STAKEHOLDERS | DELIVERABLE | FREQUENCY | PRIORITY | OWNER | PREFERRED DELIVERY METHOD | SHARED CALENDAR | COMMUNICATION OVERVIEW | COMMENTS |
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| Team Integration | | | |
| Team Name: | Team Name: | Team Name: | Team Name: |
| Team Lead: Name, Contact | Team Lead: Name, Contact | Team Lead: Name, Contact | Team Lead: Name, Contact |
| Responsibilities: | Responsibilities: | Responsibilities: | Responsibilities: |

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