Annual Communication Plan

January	Message	Who writes	Who reviews	When review (date)	Which media/ platforms?	Ready to publish? (y/n)	Published (date)	Number of people estimated to reach	Number of people actually reached	Suggested changes to improve reach or quality of communication
Social media										
Printed media										
Website										
Blog										
Internal communication										
Reports/updates to stakeholder groups										
Events										
Meetings										

February	Message	Who writes	Who reviews	When review (date)	Which media/ platforms?	Ready to publish? (y/n)	Published (date)	Number of people estimated to reach	Number of people actually reached	Suggested changes to improve reach or quality of communication
Social media										
Printed media										
Website										
Blog										
Internal communication										
Reports/updates to stakeholder groups										
Events										
Meetings										

March	Message	Who writes	Who reviews	When review (date)	Which media/ platforms?	Ready to publish? (y/n)	Published (date)	Number of people estimated to reach	Number of people actually reached	Suggested changes to improve reach or quality of communication
Social media										
Printed media										
Website										
Blog										
Internal communication										
Reports/updates to stakeholder groups										
Events										
Meetings										

April	Message	Who writes	Who reviews	When review (date)	Which media/ platforms?	Ready to publish? (y/n)	Published (date)	Number of people estimated to reach	Number of people actually reached	Suggested changes to improve reach or quality of communication
Social media										

Printed media										
Website										
Blog										
Internal communication										
Reports/updates to stakeholder groups										
Events										
Meetings										

May	Message	Who writes	Who reviews	When review (date)	Which media/ platforms?	Ready to publish? (y/n)	Published (date)	Number of people estimated to reach	Number of people actually reached	Suggested changes to improve reach or quality of communication
Social media										
Printed media										
Website										
Blog										
Internal communication										
Reports/updates to stakeholder groups										
Events										
Meetings										

June	Message	Who writes	Who reviews	When review (date)	Which media/ platforms?	Ready to publish? (y/n)	Published (date)	Number of people estimated to reach	Number of people actually reached	Suggested changes to improve reach or quality of communication
Social media										
Printed media										
Website										
Blog										
Internal communication										
Reports/updates to stakeholder groups										
Events										
Meetings										

July	Message	Who writes	Who reviews	When review (date)	Which media/ platforms?	Ready to publish? (y/n)	Published (date)	Number of people estimated to reach	Number of people actually reached	Suggested changes to improve reach or quality of communication
Social media										
Printed media										
Website										
Blog										
Internal communication										
Reports/updates to stakeholder groups										
Events										
Meetings										

August	Message	Who writes	Who reviews	When review (date)	Which media/ platforms?	Ready to publish? (y/n)	Published (date)	Number of people estimated to reach	Number of people actually reached	Suggested changes to improve reach or quality of communication
Social media										
Printed media										
Website										
Blog										
Internal communication										
Reports/updates to stakeholder groups										
Events										
Meetings										

September	Message	Who writes	Who reviews	When review (date)	Which media/ platforms?	Ready to publish? (y/n)	Published (date)	Number of people estimated to reach	Number of people actually reached	Suggested changes to improve reach or quality of communication
Social media										
Printed media										
Website										
Blog										
Internal communication										
Reports/updates to stakeholder groups										
Events										
Meetings										

October	Message	Who writes	Who reviews	When review (date)	Which media/ platforms?	Ready to publish? (y/n)	Published (date)	Number of people estimated to reach	Number of people actually reached	Suggested changes to improve reach or quality of communication
Social media										
Printed media										
Website										
Blog										
Internal communication										
Reports/updates to stakeholder groups										
Events										
Meetings										

November	Message	Who writes	Who reviews	When review (date)	Which media/ platforms?	Ready to publish? (y/n)	Published (date)	Number of people estimated to reach	Number of people actually reached	Suggested changes to improve reach or quality of communication
Social media										
Printed media										
Website										
Blog										
Internal communication										
Reports/updates to stakeholder groups										
Events										
Meetings										

December	Message	Who writes	Who reviews	When review (date)	Which media/ platforms?	Ready to publish? (y/n)	Published (date)	Number of people estimated to reach	Number of people actually reached	Suggested changes to improve reach or quality of communication
Social media										
Printed media										
Website										
Blog										
Internal communication										
Reports/updates to stakeholder groups										
Events										
Meetings										