

# Sample Communications Plan

Who, in SDO	Who, among Stakeholders	What is being communicated	How frequently
Country Director or Contracting Manager	Top leadership in government body or private purchaser managing contract	<p><i>High level representation</i></p> <p><i>Strategic considerations</i></p> <p><i>Funding considerations</i></p>	<p><i>As needed; at least every 6 months, more frequently for new relationships</i></p>
		<p><i>Regular progress updates and success stories</i></p>	<p><i>Monthly or quarterly sharing success stories</i></p>
Contracting Manager	<p><i>Mid-level management in purchaser (escalate if strategic concern)</i></p>	<p><i>Identification of implementation challenges</i></p>	<p><i>Monthly; more frequently for new relationships</i></p>
Contracting Manager or Operations Manager	<p><i>Mid-level management in purchaser</i></p>	<p><i>Operational schedules, commodity needs, other operational considerations</i></p>	<p><i>Monthly</i></p>
Contracting Manager or Administrative Officer	<p><i>Administrator responsible for receiving invoices</i></p>	<p><i>Invoices for payment</i></p>	<p><i>As stipulated by contract</i></p>