CALHR
CALIFORNIA DEPARTMENT OF HUMAN RESOURCES
Statewide Workforce Planning and Recruitment

Career Ambassadors Program | Communication Plan Template

Audience *Who is your audience?*	**Channel** *How will you communicate information?*	**Key Messages** *What are the main points being communicated?*	**Deliverables** *What tasks need to be completed*	**Responsible Party** *Who is responsible for each task?*	**Due Date** *When is the task completion date?*	**Status** *What is the status of the task?*