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Project Management Pack also includes the Records Management Toolkit for developing a detailed records management program.



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Date	Audience	Purpose or goal of the communication	Message	Communication Channel	Frequency	Communication Timeline	Owner	Status
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Date>>	categorize individual or	- Information		- Email	- Daily	communication	responsible for	
	groups for the audience	- Request		- Physical Meeting	- Weekly		delivering the	
	for the	- Awareness		- Web Meeting	- Monthly		message	
	communication>>	- Decision		- Phone Call	- Quarterly			
					- Yearly			
					- Single instance			
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