

**Communication Plan**

**Questions and Answers**

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| Program/Department: |  |
| Project Name: |  |
| Team Facilitator: |  |

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| **Questions and Answers** | | |
|  | Questions  *What questions do you think staff are going to ask about the project?* | Answers  *Craft Your response to those questions* |
| **1** | *Example: how long will the project take?* | *The project will take place over the next 3 months. There is an anticipated finish date of May 25, 2022* |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |
| **6** |  |  |