

Template: Project communication to all stakeholders

Fill in the table below. Be clear and concrete about your reporting strategy with the different stakeholders. Refer to the info sheet for further explanations, guiding questions and examples.

Name of the project: ...	
Name of the report: ...	
Introduction	...
Achievements	...
Results from measuring quality after completion	...
O&M planning	...
Who received the report?	...
How?	...
When?	...