

Stakeholder Communication Progress Report

Project Name:	_____	Date:	_____
Prepared By:	_____	Reporting Period:	_____

1. Executive Summary

Brief overview of key communication activities and outcomes during the reporting period.

2. Stakeholder Engagement Overview

Stakeholder Group	Communication Channel	Frequency	Key Topics/Updates	Status
Example Group 1	Email Newsletter	Monthly	Project Milestones	Complete
Example Group 2	Project Meeting	Bi-Weekly	Risk Updates	In Progress
_____	_____	_____	_____	_____

3. Achievements & Milestones

- Stakeholder webinar conducted on [date].
- Key documentation shared successfully with all primary contacts.
- Feedback collected from 80% of stakeholders.
- _____

4. Issues & Challenges

- Delayed responses from secondary stakeholders.
- Clarity needed on upcoming deadlines for several teams.
- _____

5. Next Steps

- Schedule next stakeholder meeting by [date].
- Distribute project summary to all groups.
- Request updated contact details by [date].
- _____

Important Notes

- This report should be clear, concise, and updated regularly.
- Document all stakeholder communications, even informal ones.
- Ensure sensitive information is handled appropriately.
- Use this report to track both progress and areas needing attention.

- Keep stakeholders informed to foster engagement and transparency.