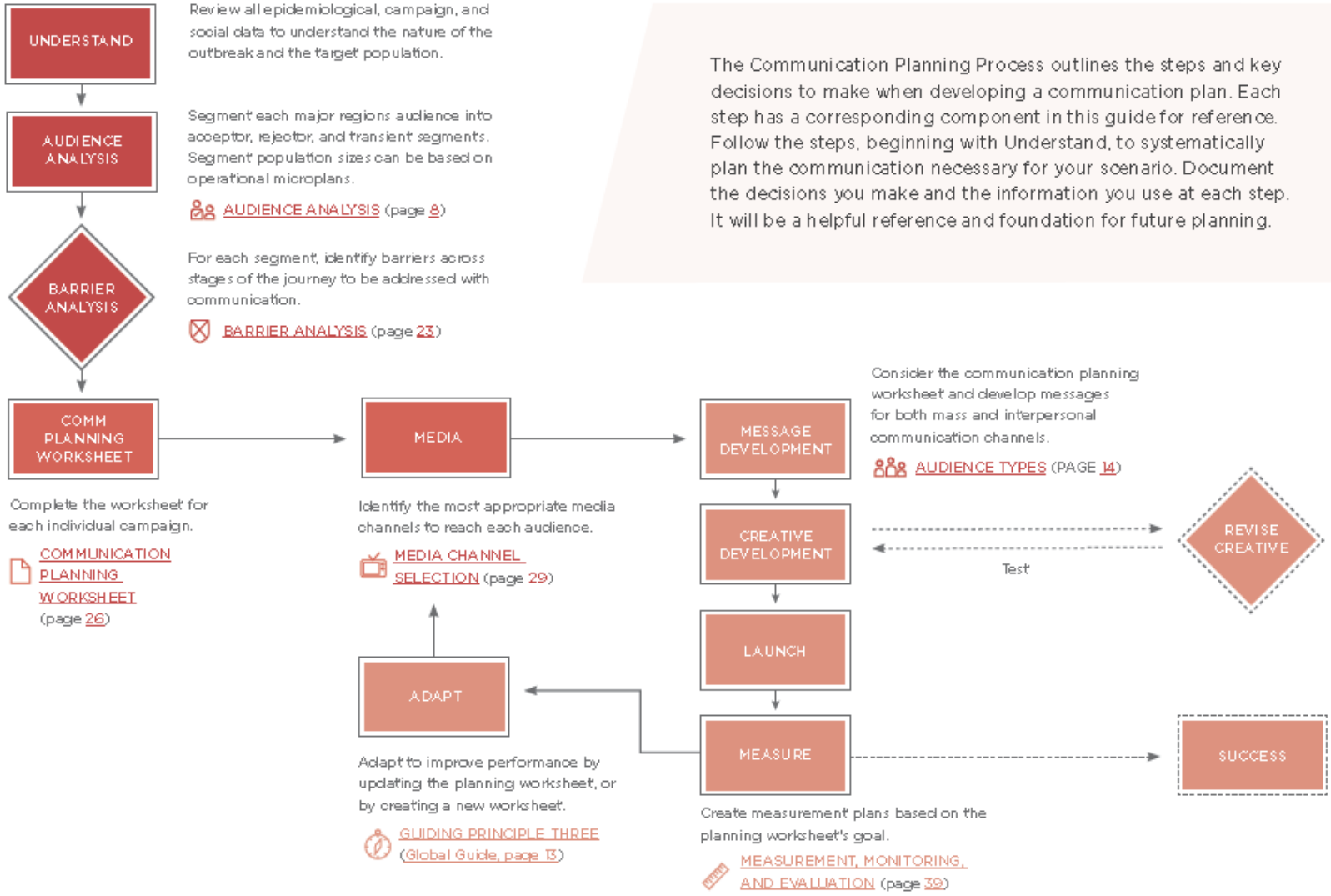
COMMUNICATION PLANNING PROCESS

The Communication Planning Process outlines the steps and key decisions to make when developing a communication plan. Each step has a corresponding component in this guide for reference. Follow the steps, beginning with Understand, to systematically plan the communication necessary for your scenario. Document the decisions you make and the information you use at each step. It will be a helpful reference and foundation for future planning.