# Stakeholder Communication Log

**Purpose:** This log is designed to record and summarize key communications with project stakeholders. It helps maintain a clear history of contact points, decisions made, and actions requested or taken to ensure transparency and alignment throughout the project lifecycle.

## Project Information

* **Project Name:** {projectName}
* **Project Manager:** {projectManager}
* **Start Date:** {startDate}
* **End Date:** {endDate}

## Stakeholder Overview

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Contact Information** |
| {#stakeholders}{name} | {role} | {contactInfo}{/stakeholders} |

## Communication Log

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Stakeholder** | **Method** | **Summary** | **Action Items** |
| {#communications}{date} | {stakeholder} | {method} | {summary} | {actionItems}{/communications} |

## Additional Notes

{notes}

## Attachments

{#attachments}

* **{fileName}**: *{description}*

{/attachments}

*Log last updated on:*{lastUpdated}