TLP - Clear

**Communication Plan**

Template to communicate about the exercise to different audiences

february 2026

# Communication throughout the exercise phases

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| Phase | Purpose | Key components | Practical steps |
| Exercise planning (design) | Ensures that all stakeholders are informed about the exercise objectives and scope, and their roles. It helps secure buy-in and fosters collaboration. | * **Stakeholder identification**. Identify all relevant internal and external stakeholders, including employees, partners, third-party vendors and regulatory bodies. * **Communication plan**. Develop a comprehensive communication plan that outlines the objectives, key messages and preferred communication channels for each stakeholder. * **Early engagement**. Engage stakeholders early in the planning process to ensure their input and buy-in. | * **Initial meetings**. Conduct initial meetings with stakeholders to discuss the exercise objectives and scope, and their roles. * **Preferred channels**. Establish preferred communication channels for each stakeholder, such as email, phone, instant messaging or collaboration platforms. * **Regular updates**. Provide regular updates to keep stakeholders informed about the planning progress and any changes. |
| Exercise preparation | Ensures that stakeholders are ready for the exercise, understand their responsibilities and have access to necessary resources and information. | * **Training and briefing**. Conduct training sessions and briefings to prepare stakeholders for the exercise. * **Resource allocation**. Communicate resource allocation and ensure that stakeholders have access to necessary tools and equipment. * **Coordination**. Facilitate coordination among stakeholders to ensure seamless collaboration. | * **Training sessions**. Organise training sessions to ensure that stakeholders understand the exercise procedures and their roles. * **Pre-exercise briefing**. Conduct a pre-exercise briefing to provide final instructions and address any questions or concerns. * **Resource distribution**. Communicate the distribution of resources and ensure that stakeholders have access to necessary tools and equipment. |
| Exercise execution | Ensures that stakeholders are informed about the progress of the exercise, and can respond to incidents and collaborate effectively. | * **Real-time updates**. Provide real-time updates to keep stakeholders informed about the exercise progress and any incidents. * **Incident reporting**. Facilitate incident reporting and ensure that stakeholders can communicate effectively during the exercise. * **Coordination.** Maintain coordination among stakeholders to ensure a unified response to incidents. | * **Communication protocols**. Establish communication protocols for real-time updates and incident reporting. * **Incident reports**. Encourage stakeholders to report incidents promptly and provide necessary information. * **Coordination meetings**. Conduct coordination meetings to ensure that stakeholders are aligned and can respond effectively. |
| Moving forward | Ensures that stakeholders can reflect on the exercise, provide feedback and contribute to continuous improvement. | * **Debriefing sessions**. Conduct debriefing sessions to review the exercise, discuss findings and gather feedback. * **Feedback collection**. Collect feedback from stakeholders to identify strengths, weaknesses and areas for improvement. * **Reporting and recommendations**. Communicate the findings and recommendations to stakeholders to guide future enhancements. | * **Debriefing meetings**. Organise debriefing meetings with stakeholders to discuss the exercise and gather feedback. * **Feedback surveys**. Distribute feedback surveys to collect comprehensive insights from stakeholders. * **Final report**. Prepare and distribute a final report summarising the findings, recommendations and action plans. |