

Appendix A – Stakeholder Communication Plan

ID	COMMUNICATION	OWNER	FORMAT	FREQUENCY	RECIPIENTS								
					Head of Procurement	Contract Owner	Lead Procurement	Project Sponsor	Assistant Director	Suppliers	Framework Manager	Legal Services	Finance et al
S1	Business Case	Service Lead	Written	As Required	x			x				x	x
S2	Contract Documentation	Legal	Written / Email	As Required During consultation		x				x	x	x	
S3	Award Notifications	Procurement Lead	Written	As Required		x				x	x		
S4	Award Publications	Procurement Lead	Specified Portals	As Required			x			x			