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## COMMUNICATION AUDIT CHECKLIST

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### Audit Criteria

Utilise the following criteria to methodically assess the effectiveness of current communication strategies. Each criterion has been developed to gauge specific aspects of communication, ensuring a thorough analysis.

Criteria	Assessment (Yes/No)	Comments/Notes
Are communication objectives clearly defined?		
Is the target audience appropriately identified?		
Are key messages consistently delivered?		
Are communication methods suitable for the audience?		
Is feedback from the audience regularly sought and addressed?		
Are communication strategies regularly reviewed and updated?		



## Action Items

Based on the findings from the communication audit, identify and outline actionable steps that need to be undertaken to enhance communication strategies. Assign responsibilities and set clear deadlines to ensure accountability and progress tracking.

Action Item	Responsible Person(s)	Deadline	Status

## Usage Instructions for Communication Audit Checklist

- 1. Review Criteria:** Go through each audit criterion on the checklist.
- 2. Assess:** Mark "Yes" or "No" for each criterion based on the current communication strategies.
- 3. Provide Comments:** Add notes to explain your assessment, giving specific examples or areas for improvement.
- 4. Identify Action Items:** Based on your assessment, list action items to improve communication strategies.
- 5. Assign Responsibilities:** Allocate each action item to a responsible person or team.
- 6. Set Deadlines:** Establish a deadline for each action item to ensure timely completion.
- 7. Status:** Regularly update the status of each action item (Not Started/In Progress/Completed).