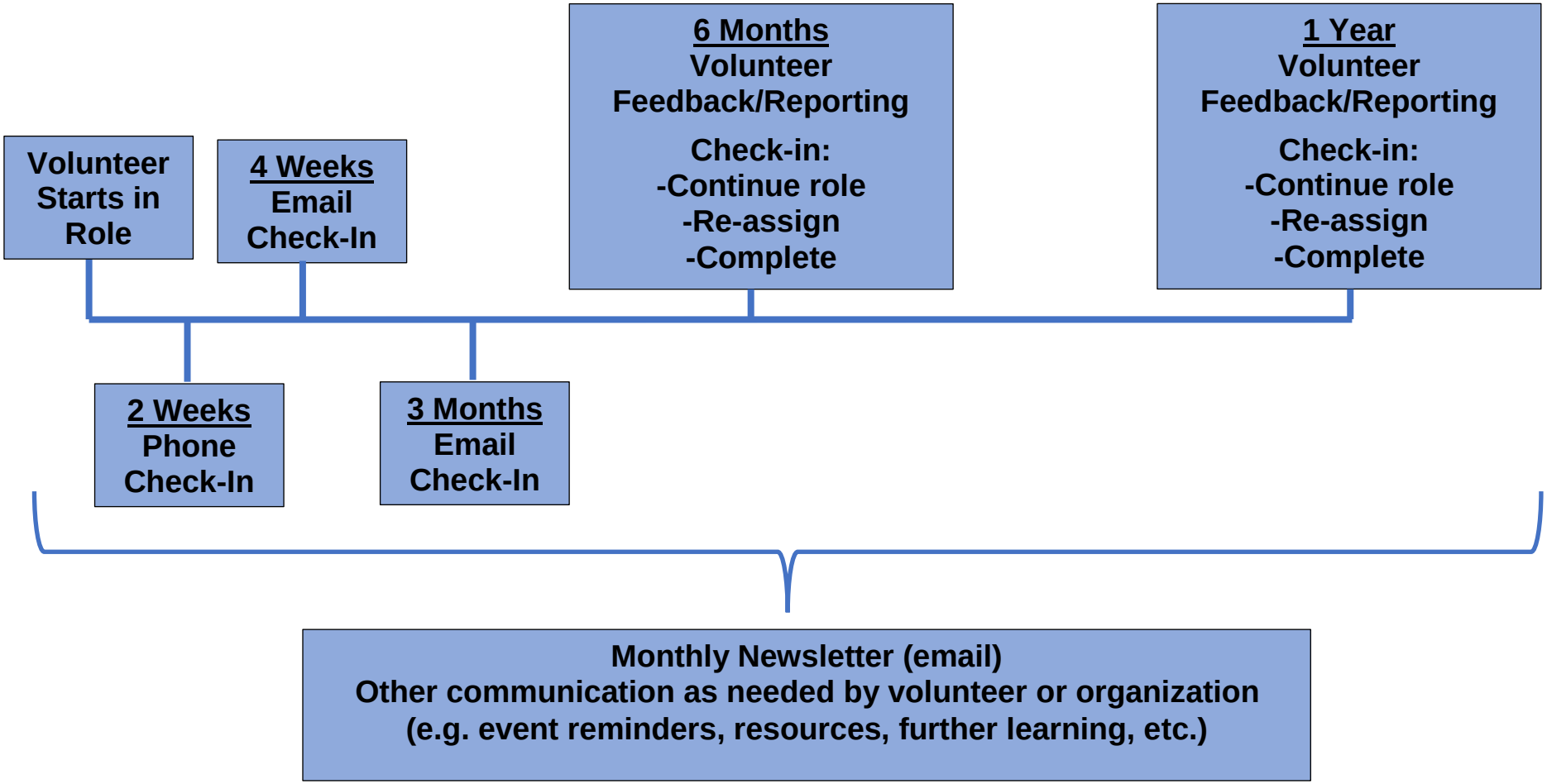Sample Communication Plan