



COMMUNICATION TEMPLATES

Project delay communication template

A client communication template for raising a delivery risk early, explaining what changed, and proposing a responsible next plan.

A practical worksheet from Stelaah

Use it, adapt it, and save it with the client work it supports.

HOW TO USE THIS

A timeline is at risk and the client needs a useful update.

WORK THROUGH THE CHECKLIST

- ☐ 01 **State the current status**

- ☐ 02 **Explain the delivery impact**

- ☐ 03 **Name the cause without blame**

- ☐ 04 **Offer revised options**

- ☐ 05 **Request the needed decision**

- ☐ 06 **Confirm the new check-in**

Before you close this

Name one owner, one next action, and one date. A worksheet only helps when the next commitment is visible to the people doing the work.

Notes and decisions

Use this page to record what changes after you work through the checklist.

This practical workflow resource is not legal, financial, tax, or security advice. Adapt it to your team and circumstances.