[](https://www.smartsheet.com/try-it?trp=11430&utm_source=integrated+content&utm_campaign=/content/change-management-communication-plan-templates&utm_medium=Change+Management+Communications+Plan+doc+11430&lpa=Change+Management+Communications+Plan+doc+11430&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)**CHANGE MANAGEMENT**

**COMMUNICATIONS PLAN**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PROJECT NAME | | | PROJECT MANAGER | VERSION NO. |
|  | | |  | 0.0.0 |
| ORGANIZATION |  |  | DATE CREATED | VERSION DATE |
|  | | | 00/00/0000 | 00/00/0000 |

Identify **affected stakeholders** and describe required **communication**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| EVENT / ACTION / STRATEGY | PROJECT PHASE(S) | EST. DATE OF EFFECT | TARGETED STAKEHOLDERS | REASON FOR COMMUNICATION | METHOD OF COMMUNICATION |
| Announcement of Change | 1.5 | 14-Jan |  |  |  |
| Change Implementation Training | 2.3, 2.4.1, 2.5, 2.6 | 19-Jan |  |  |  |
| Activity 1 |  | Jan-Feb |  |  |  |
| Activity 2 |  | Feb |  |  |  |

|  |
| --- |
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