**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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