

Communications Plan TOOL

| Change The change being implemented. | Target Audience Who is affected by this change? (Who “touches” processes involved in this change? What professional roles do they hold?) | Messages What are the key messages being communicated? | Methods Besides speaking with individuals one on one about the changes, what other methods of communication will be used? | Lead Who will take responsibility for communicating the message to each target audience? (Be sure to cover all people listed in the previous columns.) |
|--|---|--|---|--|
| | | | | |
| | | | | |
| | | | | |
| | | | | |