**CHANGE MANAGEMENT COMMUNICATIONS PLAN**

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| Organization |  | Date Created |  |

Identify affected **parties/audiences** and describe required **communication**

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| --- | --- | --- | --- | --- |
| Event/Action/Strategy | Approx. Date of Effect | Targeted Audiences | Reason for Communication | Method of Communication |
| **Announcement of Change** |  |  |  |  |
| **Change Implementation Training** |  |  |  |  |
| **Activity 1** |  |  |  |  |
| **Activity 2** |  |  |  |  |