**CHANGE MANAGEMENT COMMUNICATIONS PLAN**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date created** | **Version date** | **Version no.** | **Project name** | **Project manager** | **Organization** |
|  |  | 0.0.0 |  |  |  |
| 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 |  |  |  |