**COMMUNICATION PLAN**

|  |  |
| --- | --- |
| Program/Department: |  |
| Project Name: |  |
| Team Facilitator: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Who do we need to communicate our message to? | √ | How will we communicate this message? | Completion Date | Person Responsible |
| *Example: Department Staff involved in the process* | ✔ | Email | *April 1, 2016* | *Jane Smith* |
|  | Phone Call |  |  |
|  | Meeting |  |  |
| ✔ | Memo | *April 1, 2016* | *Chris Doe* |
|  | Quality Board |  |  |
|  |  | Email |  |  |
|  | Phone Call |  |  |
|  | Meeting |  |  |
|  | Memo |  |  |
|  | Quality Board |  |  |
|  |  | Email |  |  |
|  | Phone Call |  |  |
|  | Meeting |  |  |
|  | Memo |  |  |
|  | Quality Board |  |  |
|  |  | Email |  |  |
|  | Phone Call |  |  |
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|  | Memo |  |  |
|  | Quality Board |  |  |