

Checklist of Items to Include in Early Communications

<i>Include as many of the items below as possible in early communications about an upcoming change initiative.</i>	
	A vision for the change
	The expected impact of the change – positive and potential negatives and how they will be addressed
	A plan for future communications and channels for communications
	Feedback mechanisms for employees to provide ideas, opinions, thoughts, suggestions
	Stakeholder support committee members
	An initial plan to launch the change (Broken down into smaller components if complex)
	Information about a forum for Q&A after the initial communication about change