

Communication Strategy			
<b>Change Project:</b>			
<b>Objective:</b>			
<b>Impacted Groups:</b>			
<b>Number of impacted employees:</b>			
<b>Other impacted individuals/employees/external parties:</b>			
<b>Key Change Management Personnel</b>			
Name	Title	Primary Role	
<b>Communication Tools and Channels</b>			
Tool/Channel	Primary Use of Tool/Channel		
<b>Internal Stakeholders and Information Requirements</b>			
Stakeholder Group	Information Requirements		
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	•		
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<b>External Stakeholders and Information Requirements</b>			
Stakeholder Group	Information Requirements		
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	•		
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<b>Distribution of Information Primary Point of Contact:</b>			
<b>Requirements for Distributing Information</b>			
Communication Component	Due Date	Audience	Distribution Methods

<b>Communication Strategy</b>			
<b>Change Project:</b>			
<b>Requirements for Information Gathering and Reporting</b>			
<b>Information Input</b>	<b>Person(s) Responsible for Collecting and Reporting</b>	<b>Person(s) Responsible for Submitting Information</b>	<b>Due Date</b>
<b>Issue Escalation Process:</b>			
<b>Communication Plan Updates:</b>			
<b>Revision History</b>			
<b>Version Number</b>	<b>Date</b>	<b>Originator</b>	<b>Reason for Change</b>