**Use this tool to plan for communicating about your change. Consider whether there are individuals or specific groups who need to be communicated with in a certain order and/or before more broad communication begins. Add rows as needed to ensure thoroughness.**

***INDIVIDUAL COMMUNICATION PLAN***

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Impacted Individual or Group** | **Who will deliver the message:** | **Key Messages/ Changes**  ***Key talking points should be created for each conversation, as needed.*** | **Anticipated Reaction** | **Timing:** | **Complete?** | **Follow Up By** | **Timing** | **Complete?** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

***BROAD COMMUNICATION PLAN***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Audience** | **Timing** | **Mechanism** | **Creator** | **Sender** | **Notes/Comments** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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