

### Communication Plan SAMPLE

Audience	Sender	Key Message	Delivery Method	Date	Location
<i>Whole organization</i>		Share the project objectives and key messages with employees. Reinforce these key messages at every opportunity. Tell them what they should expect to see happen and when, link changes to the vision and overarching theme of the project.	Email,		
<i>IT Contact at each school</i>					
<i>Principal Group</i>					
<i>HR team</i>					
<i>Sponsor &amp; The Board</i>					
<i>Supervisors</i>					
<i>Management Team</i>					
<i>Finance Implementation Project Team</i>					
<i>HR Implementation Project Team</i>					
...					
...					