

Communication Plan

One of the most critical elements of improvement is ensuring that you have an effective plan for communicating with, and getting feedback from, necessary stakeholders. To do this, you first need to identify your support team.

People Whose Permission I Need to Successfully Complete Project	
Names	Roles
How/When to Communicate Info to Them	

People Whose Expertise or Knowledge I Need to Successfully Complete Project	
Names	Roles
How/When to Communicate Info to Them	

People I Want to Keep in the Loop	
Names	Roles
How/When to Communicate Info to Them	