Change Communications Plan

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| **Primary tool users:** | Transformation Leads and Transformation team  |
| **Others who may find it helpful:** | County and District Commissioners (or equivalents) |
| **Related step of the change process:** | Step 2: Plan the Change |
| **Time to complete:** | 1-2 hours |

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| Date | Key Message/Action | Audience | Channel | Responsible person |
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Purpose of this tool

To help you to define what you need to communicate, who should receive that information, and how and when it’ll be shared in order to make change successful. It’ll also enable you to determine who’ll be responsible for each communication and how those communications will be tracked.

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| Date | Key Message/Action | Audience | Channel | Responsible person |
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