# **Change Management Communication Plan**

# **Project Information**

Project Name	
Project Manager	
Date	

#### **Purpose**

# **Objectives**

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### Stakeholder Analysis

Stakeholder Group	Key Concerns	Impact Level

### **Key Messages**

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#### **Communication Plan**

Audience	Purpose	Message	Channel	Frequency	Owner

#### **Feedback Mechanisms**

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# **Approval**

Name	Role	Date	Signature