

Engineering Change Management Communication Plan

1. Overview

Project/Change Name:

Prepared By:

Date:

Summary:

2. Objectives

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3. Stakeholders

Stakeholder Group	Role	Contact

4. Key Messages

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5. Communication Methods & Channels

Audience	Method/Channel	Frequency	Owner

6. Timeline & Milestones

Milestone	Date	Responsible

7. Feedback & Follow-up

Feedback Mechanisms:

Follow-up Actions: