**SAMPLE**

**Stage 6 Communication Plan Template**

# COMMUNICATION PLAN

**Policy Document Title(s):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Implementation / Communication Outcomes required** | **Action Steps** | **Responsibility** | **Timeline / Deadline** |
| *e.g.*  *All staff/faculty are aware of the Policy*  *Staff/Faculty involved in X part of the Procedure are appropriately trained* | *e.g.*  *Article in Pulse etc*  *Item circulated in electronic Faculty newsletters and at Division Meetings (dates)*  *Online learning module developed*  *Workshop sessions* |  |  |
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*(See next page for authorization)*

**Implementation Officer** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Position Date

**Approved / Needs more work: (***delete one****)***

Approval Authority\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Position Date

\* The Approval Authority/ies refers to the position/s authorized in the Authority Chart to approve Policy Documents in a particular functional area. Where the application of a Policy Document has a significant impact on more than one functional area, co-approvers may be required. If unsure of the appropriate Approval Authority/ies, please contact the Policy Manager.

# POLICY DOCUMENT ISSUES LOG

**Policy Document Title(s):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Implementation issues** | **Raised by** | **Strategy to address the issue** | **Timeline / Deadline** |
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