**Phase 3: Prepare for the Pilot**

**3.2 Work + Communication Plan**

|  |  |
| --- | --- |
| Team name |  |

**Learning Objectives**

* Set specific, measurable and achievable 3- to 12-month goals in priority change domains/drivers.
* Prepare a high-level work plan, including roles and responsibilities.
* Create a communication plan for the project.

**Instructions**

* Project lead + key stakeholders should complete the work plan and communication plan.
  + Reference the “Project Scoping” Worksheet (3.1)
* Review as a team at early meeting and regularly.
* Project lead should inform executive sponsor if work is off track and at regular intervals.

**Work Plan**

| **Key Actions** | **Timeline** | **Person/Area Responsible** | **Updates/Notes** |
| --- | --- | --- | --- |
| Phase 1:  Team objective: | | | |
| *Identify team* | *March 15, 2022* | *Project Lead + Executive Sponsor* | * *[DONE] 3/10/2022: Team identified* |
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| Phase 2:  Team objective: | | | |
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| Phase 3:  Team objective: | | | |
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| Phase 4:  Team objective: | | | |
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| Phase 5:  Team objective: | | | |
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| Phase 6:  Team objective: | | | |
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| Phase 7:  Team objective: | | | |
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**Communication Plan**

| **Stakeholder (Owner)** | **Frequency** | **Medium** | **Updates Needed** |
| --- | --- | --- | --- |
| *Identify stakeholders (and project owner)* | * Weekly * Biweekly * Monthly * Quarterly * As needed (define) | * Meeting * Written summary * Newsletter * Other (define) | *What project updates will they need to know?* |
| *Project team* |  |  |  |
| *Executive sponsor* |  |  |  |
| *Pilot clinic* |  |  |  |
| *Organization-wide* |  |  |  |