

What is communicated?	Communicated to Whom?	Method of communication	Who is responsible	When?	Comments/ Progress
Objective/Action Plan	Internal and External Groups	PowerPoint and distribution of Action Plan	Planning Advisory Team	Upon creation of the change management team	Must come before needs assessment
Vision	All Stakeholders	Quality tools/post it notes	Planning Advisory Team	Following initial meeting of change management	In this meeting roles of members and tasks will be divided
Assessment of Current Situation	Internal group	Memo Presentation	Planning Advisory Team	Following analysis of all data collected	Assessed: Current hardware, software, and Human Resources
Policies, Laws and Regulations	Internal and External Groups	Presentation Memo	Planning Advisory Team	Following Analysis of all data collected	Assessment and Identification of Specific Diocesan, State and Federal Policies, Laws and Regulations
Planning	Internal Groups And External Group	Presentation (followed by task-oriented meeting, and open forum for questions and answers) Memo	Planning Advisory Team	After change plan phases are developed	External Group will receive an abridged version of the change phase plan; three phases will be presented. Revisions will be made after input is received. Planning documentation is a "work in progress".
Implementation	Internal Groups	Presentation Handouts Electronic Communication Memo	Implementation Team	As phases are initiated/implemented	Consistent revision is recommended regarding benchmarks of the change plan—e.g. quarterly/monthly meetings. (Planning document is a "work in progress"; this will affect the implementation plan as needed.
Evaluation	Internal and External Group	Presentation And open forum	Evaluation Team	Upon completion of each phase	After each phase is completed, there will be a presentation and open forum to adjust phases. Information from the Implementation results will be used to review and revise the change plan phases.

*Planning Advisory Team is synonymous with the membership of the Implementation Team.