

In your communication plan, identify **how your team will communicate regular updates, progress, successes, delays, and opportunities to your stakeholders.** Refer to your **Stakeholder Map** to identify key players.

See **the Communication Timeline** on page two for guidance on what to communicate when.

**Communication Plan**

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| **Communication** | **Frequency** | **Channel** | **Purpose**  | **Intended Audience** |
| Website | Ongoing | Website | To serve as transition information hub, including the transition timeline, upcoming trainings, and contact information. | HMIS users |
| Monthly Progress Newsletter | Monthly | Email | To communicate what has been accomplished in the past month and what will be accomplished in the next month to HMIS users. | HMIS users |
| Weekly Updates | Weekly | Email | To communicate weekly progress, barriers, and updates  | Highly involved stakeholders |
| Major Announcements | Ad Hoc | Email, website | One-time communications based on the communication timeline on page one | HMIS users, |
| Stakeholder meetings | Weekly or biweekly | Virtual or in person | To provide updates, problem solve, and solicit feedback from highly involved stakeholders | Highly involved stakeholders |
| Information Sessions | Ad Hoc | Virtual or in person | To communicate specific information about key points & decisions during the transition process | HMIS users |

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**Your Communication Plan**

**Sample Communication Plan**

