

Communications plan template

A communications plan can ensure that the right people are kept informed throughout the program. Communications plans serve as a reminder to communicate with all of the program's stakeholders. This can include staff, managers, external providers, funding bodies, the Health and Wellbeing Workplace Committee, and people involved in planning or running the program.

KEY PEOPLE	INFORMATION REQUIRED	WHEN?	HOW (FORMAT/MEANS)?	PERSON/S RESPONSIBLE



EXAMPLE: TIM'S TYRE FACTORY COMMUNICATIONS PLAN

KEY PEOPLE	INFORMATION REQUIRED	WHEN?	HOW (FORMAT/MEANS)?	PERSON/S RESPONSIBLE
CEO	Quarterly report of spending	First day of month: March/ June/ Sept/ Dec	Budget spread sheet, short report, emailed	Project manager
Wellbeing committee members	Agenda and minutes of each meeting, with action list of items requiring action between meetings	Monthly meeting - Agenda 2 days before, minutes within 2 days post meeting	Follow company meeting templates, paper copy in pigeonholes	Project manager sends agenda, rotating minute taker sends minutes
Human resources department	Attendance numbers at events/activities (quarterly figures)	First day of month: March/June/Sept/Dec	Excel spread sheet, emailed to HR manager	Project manager
Staff	Upcoming events	In line with events calendar	All staff email; bottom of pay slips; posters in lunchroom	Administration officer