Communication Planning

Use the template below to consider the different audiences (colleagues, line managers, senior leaders, system administrators) that will help your launch be successful.

Audience	What do they need to do differently?	What messages do they need to receive? Skills to practise? Resources to access?	What channels can you use?	What about timing?

Your communication plan will help you raise awareness and motivate the actions needed to ensure your learning platform makes a real difference.

Remember, your project is one among many, so communication is key!

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