

Communication Plan Template (Sample)

Here is an example of a completed communication plan for a change to security access on patient floors using name badges.

Stakeholder	Key Message	Frequency	Media	Owner
Care Tech Associates	All CTAs must have the new name tag to gain access to unit floors	Weekly starting in April and continuing through May	<ul style="list-style-type: none"> Digital reminder at time clock Poster on break room door Team huddles 	Service Line Clinical Supervisors (SLCS)
1st year Nurses	Upgraded name tags will be ready for pick up at weekly clinical training	Weekly thru April and May	<ul style="list-style-type: none"> Announce at Shared Leadership meetings Share at weekly team meetings 	Service Line Clinical Supervisors (SLCS)
Nurse Supervisors & Charge Nurses	All staff need to be specifically reminded to no longer put other decals, stickers, ribbons or pins on their name tag or lanyards	Twice during month in April	<ul style="list-style-type: none"> During monthly rounding conversations At April town hall 	Clinical Managers
Housekeepers	Housekeepers who cover several floors will need to check with their floor managers to use the same badge protocols as those units.	Daily thru April	<ul style="list-style-type: none"> At each shift change At April orientations Daily huddles 	Housekeeping Supervisors