



Communication Strategy and Plan Checklist

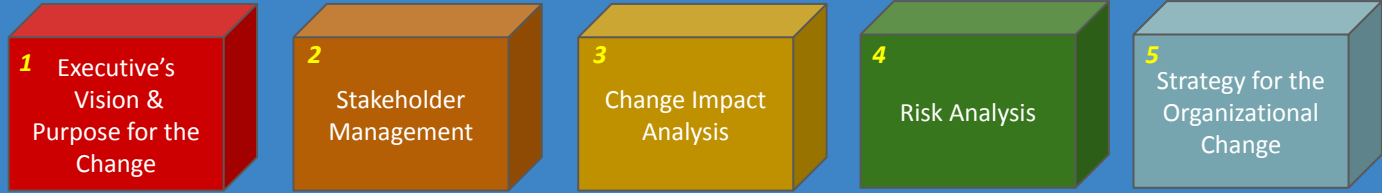
Soundstep Consulting Services' Organizational Change Management Framework (OCMF-13) for Major Transformation Programs

Simplicity and Clarity

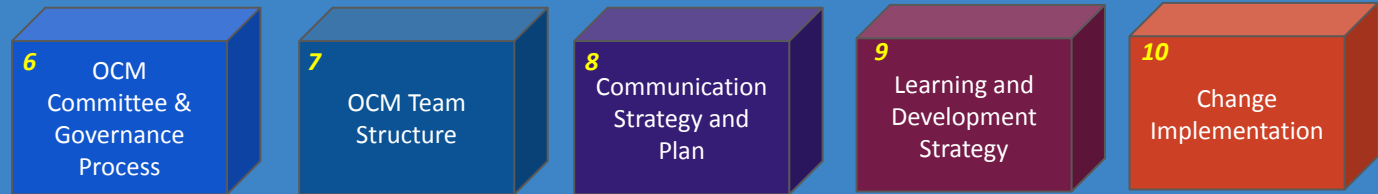


The 13 Components of the SoundStep Consulting Services' Organizational Change Management Framework (OCMF-13)

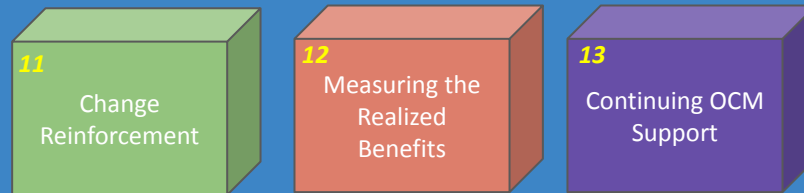
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Communication Strategy and Plan Checklist

1. Has a single, holistic, and comprehensive OCM Communications Strategy and Plans for its implementation been created?
2. Were the Executive Sponsor(s) for the Program, the Program Stakeholders, and Stakeholders involved in the organizational change management directly involved in the creation of the OCM Communication Strategy and Plan.?
3. Does the OCM Communication Strategy and Plans at a minimum include:
 - a. The appropriate OCM information that will shared with each department and by organization level (leaders, managers, supervisors, employees, contractors)?
 - b. OCM information regarding policy changes, new business operating models, new organizational structures, roles & responsibilities, new business processes, new systems and technologies?
 - c. The corresponding benefits for each item mentioned above?
 - d. The executives' and stakeholders expectations for how the leaders, managers, and employees will contribute to the success of the Program and the organizational changes?
 - e. The OCM objectives, deliverable, timeline, schedule and milestones?
 - f. The Communication Vehicles (in-person meetings, town hall and round table meetings, email, video conferences, videos, etc.)?
4. Was the OCM Communication Strategy and Plans formally reviewed and signed-off by all the Stakeholders?
5. Was the OCM Communication Strategy and Plans approved by the company's Executives and Board of Directors?



Simplicity and Clarity



Thank You!

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