

Communications Plan

Organization:	Southern Health Sante Sud
Facility:	Boyne Lodge/ Carman Memorial Hospital
Project:	Chain Reaction/Ordering Nursing Supplies

Questions and Answers		
	What questions do you think staff are going to ask?	Craft your response to those questions
1	What is in it for me?	Always looking for ways to improve the way we work.
2	What are you doing?	We are doing a Lean Project.
3	What is a Lean Project?	It is finding efficiencies and effectiveness in the way we work.
4	Could this affect staffing?	Lean Projects are not about eliminating positions.
5	What is the project about?	Streamlining the ordering of supplies.
6	Will it save money? If so, where will it go?	More about the redistribution of time and there is potentially cost savings.

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7	Why are people allowed to use their cell phones for this project?	People have be given permission for this activity to provide a standardized time.
8	Do you think it will make a difference?	Other Lean Projects have been successful. For example, the stores project worked well for Tasha.
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Who do we need to communicate our message to?	✓	How will we communicate this message?	Completion Date	Person Responsible
BTHC stores team		Email		
		Phone Call		
	✓	Meeting - verbal	December 4,	Mike Wlock
		Memo		
		Quality Board		
CMH Front Admin staff, nursing staff and maintenance staff	✓	Email - Front Admin	November 24,	Mary Heard
		Phone Call		
	✓	Meeting - Maintenance	November 24,	Tanya McGregor
	✓	Memo - Nursing	November 24,	Monica Wiebe
	✓	Quality Board	December 8,	Tanya and Monica
Boyne Lodge Front Admin staff, nursing staff and maintenance staff	✓	Email - Front Admin	November 24,	Mary Heard
		Phone - Call		
	✓	Meeting - Maintenance	November 24,	Tanya McGregor
		Memo		
	✓	Quality Board by Picture	December 8,	Tanya
		Email		
		Phone Call		
		Meeting		
		Memo		
		Quality Board		
		Email		
		Phone Call		
		Meeting		
		Memo		
		Quality Board		