

Communications Plan

Organization:	Southern Health – Sante Sud
Facility:	Boundary Trails Health Center
Project:	Count Accura

Questions and Answers

	What questions do you think staff are going to ask?	Craft your response to those questions
1	Why are things changing?	-Increase efficiency -Decrease back orders -Ensure stock is available for you
2	How will this affect me?	-More consistent delivery of supplies -Decreased back orders
3	How long will this take?	-Project is scheduled for 120 days -The changes will be permanent
4	Who will benefit from this?	-Everyone in Materials Management, Employees, departments, units, wards, patients, tax payers) etc.
5	Will this save me time?	-Yes -Decrease back orders -Increase efficiencies -Increase communication to customers
6		

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Questions and Answers		
	What questions do you think staff are going to ask?	Craft your response to those questions
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11		
12		

Communications Plan

Region/Agency:	
Facility:	
Project:	

Who do we need to communicate our message to?	✓	How will we communicate this message?	Completion Date	Person Responsible
All managers of units within the hospital, the management team leaders, Director of client services,	✓	Email		
	✓	Phone Call		
	✓	Meeting		
	✓	Memo		
	✓	Quality Board		
		Email		
		Phone Call		
		Meeting		
		Memo		
		Quality Board		
		Email		
		Phone Call		
		Meeting		
		Memo		
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