

Communications Plan

Organization:	Southern Health-Santé Sud
Facility:	La Broquerie Regional Office
Project:	The C-LEAN Team Project

Questions and Answers

	What questions do you think staff are going to ask?	Craft your response to those questions
1	What is the timeline for the project?	We hope to have the project completed by early fall.
2	What is the scope of the project?	Our primary focus will be the main office supply room, adjacent storage room and kitchen and the board room and small meeting room. After doing our “walk about” we identified a need for all areas to be “spring cleaned”. This is beyond the scope of this project. We hope that what we do in these areas might be eventually spread throughout the rest of the building.
3	Is this project going to affect my ability to get items I want and need?	No. The intent of the project is to identify excess supplies/equipment, organize needed supplies and make room for things we do need. Decisions for “what stays” and “what goes” will be made with your input.
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Facility:	La Broquerie Regional Office
Project:	

Who do we need to communicate our message to?	✓	How will we communicate this message?	Completion Date	Person Responsible
Communicate to all office staff measurement sheet for supply area use.	x	Email	June 24, 2016	darlene
		Phone Call		
		Meeting		
		Memo		
		Quality Board		
Office clean out instructions	x	Email	done	Monique/Darlene
		Phone Call		
		Meeting		
		Memo		
		Quality Board		
Red Tag Area instructions	x	Email	done	darlene
		Phone Call		
		Meeting		
		Memo		
		Quality Board		
		Email		
		Phone Call		
		Meeting		
		Memo		
		Quality Board		
		Email		
		Phone Call		
		Meeting		
		Memo		
		Quality Board		