**Communications Plan – Tool #5**  
Communication is a key function of a healthy organization and is integral to the success of a transition. Assign who will contact them, how the contact will be made and how soon after the plan is implemented they will be contacted.  
  
Example: Governor, other state agencies and stakeholders, etc.

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| **Who is Being Contacted** | **Who is Contacting them** | **How Will They be Contacted** | **Target Date for Contact** |
| Name, *Title* |  |  |  |
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