**Communication Plan**

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| **Stakeholder(s)** | **Action(s)** | **Message Content** | **Delivery Method** | **Frequency** |
| ***EXAMPLE***  *Med Surg Unit Staff* | *Please read Flyer for upcoming QI Project*  *Participate* | *We are recruiting team members for this month’s Quality Improvement project which is focused on the reduction of CLABSI on our unit. Please respond if you are interested in participating on the team* | *Email*  *Post Flyer on team comm. Board* | *Weekly* |
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**Team Structure**

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| **Team Member** | **Role for Project – Member, Resource or Approver** | **Contact Information** |
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