

Communications Plan: Week by Week

	Week of 3/19	Week of 3/26	Week of 4/2	Week of 4/9	Week of 4/16	Week of 4/23	Week of 4/30
Training							
Process Training	training						
Technical Training			training				
Communications							
R1 Week 1 Congrats	email						
R1 team spotlights on Connections	Cxns						
R2: upcoming changes for Providers and Clients		mtgs					
R1 go-live recap for leaders		email					
R1 go-live recap article			Cxns				
SLF Presentation: R1 recap, R2 plans				mtg			
R2 Go-live reminder (including support plan)				email			
What's new in R2 for R1 team members (if needed)				email			
R2 Go-live announcement to all AMN leaders (TBC)					email		
R2 Go-live announcement on video monitors					video		
R2 Go-live announcement to all of AMN via Connections					Cxns		
R2 Go-live reminder of support, good luck on go-live					email, video		
Go-Live Support							
Sherpa Go-Live Support Sub Team Kickoff (email)	email						
Core Sherpa Team meeting		mtg					
Sherpa Go-Live Support Sub Team Kickoff; review of support plan and Sherpa role			mtg				
Roadside Assistance flyers posted/distributed			flyers				

Communications Plan: Detailed

Item	OCM Description/ Content	Status	Distribution/ Start Date	Distribution Mode	Responsibilities		Audience	Distribution List
					C = Create A = Approve D = Deliver			
Go Live Recap for leaders	Update on R1 (wins, issues/fixes, etc.); lessons learned to apply to R2; R2 plans. Based on Destinations Business Leadership update on 3/22	Need content from project mtg 3/22; outline review mtg 2/23	3/27/2018	Email	C - Nachele R1- Liz, Jennifer, MJ, Scott, Jay R2 - Ralph A - Scott, Ralph D - Ralph		All R1, R2, R3 leaders	Email Lists document tab "Leaders_Weekly Tech Trng" https://amnhealthcare.box.com/s/1ti3zivzxoikmn74wwcqjlyfiz6so4b3
Monthly Sherpa CORE Team Meeting	Ongoing meeting series for CORE Sherpa sub team to share experiences, provide feedback for OCM team, and fine-tune leading change skillset.	PPT content due 3/26	3/28/2018	Meeting	Donna, Leslie		Sherpa Core Team	Sherpa Roster_Role Matrix column "C" https://amnhealthcare.box.com/s/24huxel42cht23kqk3x22f2ytgwu43pi
Go live recap Connections Article	Details of 1st week of Go-Live. Adapted from #58.		4/2/2018	Article	C - Nachele A - none D - Krista van Tassel		All AMN	n/a
Go-Live is Coming email	Encouragement and excitement building; what to expect on Monday; reminder of Go-live Support (Roadside assistance), etc. Use email sent for R1, adjusted as needed	draft due 4/5	4/12/2018	Email	C - Sheila/Nachele D - Ralph		All R2 impacted team members	Email Lists document tab "3.13.18_R2 All TMs" https://amnhealthcare.box.com/s/1ti3zivzxoikmn74wwcqjlyfiz6so4b3
What's new in R2 (for R1 users)	If needed - email outlining enhancement/schanges for R2, with job aid or other support as appropriate		4/12/2018	wmail			All R1 team members	
SLF Presentation	Details of R1 launch and plan for R2		4/12/2018	PowerPoint			SLF	"Senior Leadership Forum" directory in Outlook
Go-live announcement email to SLF - TBD	Email announcing the go-live, to all AMN leaders Leverage email sent for R1; revise to include R1 success and explain how R2 builds on R1	draft due 4/5	4/16/2018	email	C - Sheila, Leslie A - MJ, Liz, Jennifer, Ralph D - Ralph		SLF	"Senior Leadership Forum" directory in Outlook