Change contact sheet

Use the table below to document the names and email addresses for each of the Change Team Members. Use the last row to identify 2-3 preferred communication methods for the Change Team. Communication vehicles can include scheduled meetings, memos, repositories, etc.

|  |  |  |
| --- | --- | --- |
| Communication source | Details | |
| Executive sponsor(s) | Name | Email |
| Sponsor(s) | Name | Email |
|  |  |  |
| Key communication vehicles | * Channel 1 * Channel 2 | |