

Six Sigma Deployment Initiative Communications Plan

- I. Cover
Title, Date, Release Version, Author, Approval(s)
- II. Role and Purpose
State the role this plan will play within the organization.
- III. Values
Identify the way your organization values and uses communications
Indicate the communications responsibilities for executives, managers, practitioners, and staff
- IV. Items of Communication
Identify the scope of the communications plan
Indicate key items to be communicated
- V. Key Personnel
List the principal author and responsible parties for this plan
Participation and Approval from the top organization executive(s)
Indicate who will be responsible for issuing and responding to the communications items
- VI. Timing
Indicate communications items by milestone
Indicate communications items by fixed frequency
- VII. Tools
List the different tools to be used and by whom.
Indicate where certain tools are inappropriate as well.
- VIII. Environment
Identify where published reports, presentations, letters, and other pertinent communications will be archived and accessible for reference.
Indicate other facilities, environments, information technologies and channels to be used
- IX. Measurement & Analysis
Identify key measures of successful communications and how the analyses of these measures will lead to improvements