

ID	Task Name
1	<b>Phase 1 - Planning</b>
2	Develop clear concise message
3	Identify internal and external target audiences
4	Identify and develop communication vehicles
5	Plan internal and external communication dates
6	Identify, develop, and provide feedback mechanisms
7	Develop and provide two way communication sessions
8	<b>Phase 2 - Requirements</b>
9	<b>Requirements</b>
10	Develop scanning operation notice
11	Implement communication vehicles and feedback mechanisms
12	Publicize the existence of communication and feedback tools
13	<b>Communication team develops the following products:</b>
14	Notify employees about requirements gathering effort
15	Provide examples of potential questions
16	Provide two way communication sessions
17	Assist requirements gathering team in setting up meetings
18	Provide employees with the overall development picture
19	<b>Alternatives</b>
20	<b>Develop ERK notification message products</b>
21	Description of selected ERK solution
22	Why/how decision was made
23	How it will affect employees
24	Who has to prepare for change
25	When change will occur
26	How SFA will facilitate the change
27	Publish development schedule
28	<b>Design</b>
29	<b>Communicate the following:</b>
30	Notify those employees who will receive training
31	Prepare employees for training
32	Brief employees on progress of ERK solution
33	Provide/publish testing and implementation dates for CFO and remainder of SFA
34	Publish deployment and implementation schedules
35	<b>Phase 3 - Development &amp; Testing</b>
36	Develop applicable communication message and vehicles appropriate for this stage

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37	<b>Brief employees on the progress of ERK development:</b>
38	Publish revised training plan and schedules
39	Publish deployment schedule
40	<b>Phase 4 - Deployment Within CFO</b>
41	<b>Communicate the implementation status:</b>
42	Publish revisions to deployment/implementation schedules and training plan
43	Publish successes and lessons learned
44	Gather feedback from CFO employees
45	Assess feedback
46	Publish remaining deployment, training, implementation schedules
47	<b>Phase 5 - Deployment within Remaining SFA Organizations, Washington HQ</b>
48	Gather Feedback
49	Publish successes and lessons learned
50	Publish overall status of the implementation
51	<b>Phase 6 - Implement System Improvements</b>
52	Gather/provide input to the system implementation report
53	Gather/provide input to the training report
54	Provide overall status of the project
55	Gather final implementation feedback
56	Publish lessons learned
57	Plan follow-on communication strategy