

Appendix A: Communication Plan Pause for the Cause Project

Project Team Member/Stakeholder	Communication* Preferred Format	Timing	Report Prepared by
Michael Klesges -Specialty Director of EUOSH	Email, Direct Communication / Zoom / Microsoft Teams (MT)	Weekly Status Report and Major Milestones	Project Manger
Nerissa Thompson Sponsor	Direct Communication / Text / Email / Zoom / MT	Important issues / Weekly PM meetings / Training Plan	Project Manager
Patricia Hood – PTM	Direct Communication / Text / Email / MT	Daily / Weekly PM meetings / Training Plan	Project Manager
Deanne Ewing - PM	Direct Communication / Text / Presentation / Zoom / MT	Daily / Weekly PM meetings / Training Plan	Project Manager
Nicole Queen – PTM - Educator	Direct Communication / Written / MT	Daily / Weekly PM meetings / Training Plan	Project Manager
Karen Smith – PTM – Preceptor	Direct Communication / Written / MT	Daily Weekly PM meetings / Training Plan	Project Manager
Dr. Justin Jackson – Anesthesiologist Champion	MT / Written	Weekly Status Report and Major Milestones	Project Manager
Dr. Thomas Bradbury – Provider Champion	MT / Written	Weekly Status Report and Major Milestones	Project Manager
Justin Smalls	Direct Communication / MT / Presentation / Written	Daily / Weekly PM meetings / Training Plan	Project Manager
Claire Gongwer	Direct Communication / MT / Presentation / Written	Daily / Weekly PM meetings / Training Plan	Project Manager