

12 - Change & Communication Plan

PRJ 87929 - OneMD – Global Web Consolidation

		Start date	Frequency
Communication and engagement	<ul style="list-style-type: none"> Product owner and DRI develop legacy site action plans to either remediate or decommission the site Weekly meetings with project teams Monthly LT status update occurs on effort 	<ul style="list-style-type: none"> 6/1/17 	<ul style="list-style-type: none"> Upon need Weekly Monthly
Archive Record Validation	<ul style="list-style-type: none"> All legacy sites go through RIM and legal Stage Gate review and are assessed to determine if archive is required. Business team to validate all archived site records to ensure entire site content has been archived 	<ul style="list-style-type: none"> 11/15/17 3/10/18 	<ul style="list-style-type: none"> Bi-Monthly Upon need
Leadership involvement	<ul style="list-style-type: none"> Product owner and DRI develop legacy site action plans and migration strategies to JJMD.com DRI engaged when needed on escalations DRI approve retirement plan for each site being decommissioned and SDLC/Compliance documents for sites remediated. DRI determine redirect strategy for site being decommissioned 	<ul style="list-style-type: none"> 6/1/17 6/1/17 4/2/18 5/14/18 	<ul style="list-style-type: none"> Upon need Upon need
Incentives and accountability (how do we hold users accountably/ what incentives do we offer?)	<ul style="list-style-type: none"> N/A: <i>{These are existing legacy site a being phased-out/decommissioned or rebuilt in a 1:1 page structure.}</i> 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A