

COMMUNICATE CHANGE WORKSHEET

Change

Introduce easySpeak as a meeting planner and migrate from Telegram to WhatsApp to support new members

Stakeholder group	Officers	Members - EN meetings	Members - UA meetings
Timeline and Action			
How does the change affect this group?	<ul style="list-style-type: none"> - easySpeak mandatory - Officers have to learn a new tool - Easier meeting planning - Member progress insights for VPE - WhatsApp optional but preferred 	<ul style="list-style-type: none"> - easySpeak mandatory - Registration needed - Basic training needed - WhatsApp mandatory 	<ul style="list-style-type: none"> - easySpeak optional but preferred - WhatsApp optional but preferred
Who will communicate with this group?	<ul style="list-style-type: none"> - Club president 	<ul style="list-style-type: none"> - Division director, also club member 	<ul style="list-style-type: none"> - Club president
Communication dates	<ul style="list-style-type: none"> - February 2024 	<ul style="list-style-type: none"> - 4.2.2024 	<ul style="list-style-type: none"> - February 2024
Follow-up/notes	<ul style="list-style-type: none"> - Request for comments - Open discussion - Go / No Go - easySpeak workshop for officers 	<ul style="list-style-type: none"> - Request for comments - Open discussion - Go / No Go - easySpeak workshop for members 	<ul style="list-style-type: none"> - Request for comments - Open discussion - Go / No Go - easySpeak workshop for members

