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| --- | --- | --- | --- |
| **Scope of work: Broad deliverables** *not plan of action* | **Assess what stays the same** | **Assess what is different** | **Who is impacted by the change?** *e.g. staff, partners, and coalition members* |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Who is responsible for communicating changes?** *Should not be one person – e.g coordinator or chair* | **What is gained by the change?** | **What is lost by the change?** | **What information/training will need to be in place to move toward readiness?** |
|  | Click here to enter text. | Click here to enter text. | Click here to enter text. |