Change Project One-Pager: Communication Overview

Project Name	Example: Project IT: Job Management Solution
Project Manager	Brooke Baxter
Project Dates	Start Date: Dec 2, 2024 End Date: Aug 15, 2025
Key Project Communication Information	**Project Why:** Currently, our job management process is dispersed across multiple systems, emails, and paper-based tracking. This makes it hard to see the complete picture of what's happening on each job site, slows down communication between teams, and can cause delays or duplicated work. Project IT is introducing a new job management solution that consolidates everything in one place, from scheduling and job tracking to reporting and approvals. This change matters because it will: ● Give everyone clearer visibility of what's happening across projects ● Reduce admin time and manual data entry ● Help us deliver work faster, safer, and more accurately ● Make it easier to communicate between teams, sites, and departments. At its core, this project is about working smarter, not harder, and creating a system that supports the way we actually work on site and in the office. **Project How**: The new system will be introduced in stages, allowing everyone time to adjust and learn. Here's what to expect: **1. Pilot and Testing (Month 1–2)** – The system will be tested with a small group of teams to make sure it's working well and fits our needs. **2. Training, Onboarding and Support (Month 3–4)** – All teams will receive hands-on training, with easy-to-follow guides and access to support when you need it. **3. Go-Live (Month 5)** – The system will go live company-wide once we're confident it's ready and people feel supported to use it. **4. Check-ins and Feedback (Ongoing)** – We'll keep listening. Your feedback will help us make improvements and ensure the system works for everyone. Throughout the rollout, leaders and supervisors will share updates, answer questions, and provide on-site and office-based practical assistance.
Project Outcomes	**The Outcomes:** **For the organisation** ● We'll have a clearer view of what's happening across all sites and projects. ● Reports and time tracking will be more accurate, allowing for faster decision-making. ● Communication between teams will flow better, with fewer mix-ups or delays. **For employees**

- You'll spend less time double-handling information or filling out forms.
- Job details and updates will be easier to find and correct when you need them.
- Everyone will have a clearer picture of their role and what's next on the job.
- The new system is designed to simplify and enhance the efficiency of your day-to-day work.

For clients and stakeholders

- They'll get clearer updates on progress and timelines.
- There'll be fewer hold-ups, thanks to better coordination across teams.
- They'll have greater confidence in our ability to deliver quality work — on time and as promised.

Project Audience

Employees and Site Teams
The biggest impact will be for the people doing on-site. The new system will make it easier to find job details, update progress, and communicate with others. It means less paperwork, fewer delays, and more time spent getting the job done safely and efficiently.

Supervisors and Team Leaders
Leaders will have a clearer view of what's happening across their projects — who's doing what, what's running on time, and where support is needed. It'll help them plan better, solve problems earlier, and maintain effective communication between the office and the field.

Managers and Project Leads
Managers will benefit from more accurate, real-time data. This means making better decisions, providing more transparent reporting, and avoiding surprises at the end of each job. They'll have confidence that the information they're using reflects what's really happening on site.

Clients and External Stakeholders
Clients will notice smoother coordination, more reliable updates, and greater consistency in how jobs are managed. They'll have more confidence in timelines and quality, strengthening trust and long-term relationships.

The Organisation as a Whole
Across the business, the new system will help align teams, streamline communication, and improve visibility on every project. It's about creating a connected, efficient way of working that supports people, performance, and growth.

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Project Name	Add the project title here.
Project Manager	Add Name
Project Dates	Start Date: Jan 30, 2030 End Date: Jun 30, 2030
Key Project Communication Information	**Project Why** – what problem we're solving and why it matters. **Project How** – how the change will happen, and what to expect.
Project Outcomes	**The Outcomes** – what success looks like for the organisation, employees and stakeholders.
Project Audience	Describe the stakeholders who will benefit from the project.