

# DevOps Change Communication Plan Sample

## 1. Introduction

This communication plan outlines the approach, key activities, and stakeholders for effectively communicating changes pertaining to DevOps practices, tools, and processes.

## 2. Objectives

- Ensure all stakeholders are informed about upcoming DevOps changes
- Minimize disruption and maximize adoption
- Provide clear channels for feedback and support

## 3. Stakeholders

- Development Teams
- Operations Teams
- QA/Test Teams
- Product Owners
- IT Support
- End Users (if applicable)
- Management

## 4. Key Messages

- Summary and benefits of the change
- Expected impacts on workflow/processes
- Timeline for the change
- Available training and support resources
- Feedback and escalation process

## 5. Communication Channels

- Emails & Newsletters
- Team Meetings / Townhalls
- Internal Wiki/Portal Updates
- Slack/Chat Announcements
- Training Workshops

## 6. Communication Schedule

| Activity                    | Target Audience  | Channel       | Timing                        | Owner       |
|-----------------------------|------------------|---------------|-------------------------------|-------------|
| Initial Change Announcement | All Stakeholders | Email, Portal | 2 weeks before implementation | DevOps Lead |
| Training Session            | Dev, Ops, QA     | Workshop      | 1 week before implementation  | DevOps Team |

|                        |                  |                 |                              |                |
|------------------------|------------------|-----------------|------------------------------|----------------|
| Reminder & FAQ Release | All Stakeholders | Email, Portal   | 3 days before implementation | Change Manager |
| Go-Live Notification   | All Stakeholders | Slack, Email    | On implementation day        | DevOps Lead    |
| Post-Change Feedback   | All Stakeholders | Survey, Meeting | 1 week after implementation  | Change Manager |

## 7. Feedback & Support

- Email: support@example.com
- Slack: #devops-help channel
- Office Hours: Every Friday, 2-4pm

## 8. Approval

| Name | Title | Date | Signature |
|------|-------|------|-----------|
|      |       |      |           |