

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