Communication Alert

Communication Alert

Department Name: _____________________________________________________________

Team Member(s): ______________________________________________________________

Date: ___/___/____

Type of Alert (select one) □ REQUEST □ DECISION □ ANNOUNCEMENT

Level of Alert (select one) □ SENSITIVE □ IMPORTANT □ GENERAL □ ROUTINE

Decision/Announcement/Request: ___________________________________________________

_____________________________________________________________________________

Summary: _______________________________________________________________________

_____________________________________________________________________________

WHEN: Timeline? ____________________________________________ Due date? _____________

FOR SENSITIVE & IMPORTANT COMPLETE THE REMAINDER:

DETAILS:

NAMES: Who is (are) the decision maker(s)? __________________________________________

_____________________________________________________________________________

BACKGROUND: What is the background information regarding this decision? ________________

_____________________________________________________________________________

WHO: Who was involved in the decision process? _______________________________________

Who is ultimately responsible for the decision? _____________________________________

INPUT RECEIVED:

• If additional input was solicited from others, who were they? ___________________________

• When was the input received and considered? _________________________________________

How was the input considered? ______________________________________________________

If the input informed or altered the decision, say so.

_____________________________________________________________________________

WHY: Why is the decision/action necessary? _____________________________________________

BENEFITS: What are the benefits of the decision? _______________________________________

WHO: Who is affected by the decision, directly or indirectly? _____________________________

COST: What is the estimated cost, if applicable? _________________________________________

WHAT: Provide information regarding the implementation of the decision. __________________

_____________________________________________________________________________