Date	Time	Activity	Primary Audience	Communication Platform	Owner	Key Message	Dependencies	Status	Org Announcement Notes
February 1st		Alice heads up leadership team on structural changes.	Alice's leadership team	n/a	Alice	Org restructure		Completed	
Week of February 1st		Socialization of change to affected new leads.	New leads	1:1	Alice/Leadership team	Clarity on changes and scope			
February 3rd + 4th		Inform hardware engineers in Ji-woo's org.	Hardware engineers in Ji-woo's org	1:1	Ji-woo			Completed	
Week of February 1st		Socialization of change to affected individuals.	Engineers	1:1	Current lead	Clarity on changes	New lead notifications completed		
Week of February 8th		New lead welcome ICs to their team.	Engineers	Team meetings	New lead	Welcome to the team			
February 10th	10:00am PST	Send comms to Alice org, Muhammed's org, Shoneah's org (include email aliases). Include link to finalized org chart.	Alice org, Muhammed's org, Shoneah's org	Email	Alice, Dan	Alice's org restructure – realigning resources to better support priorities			Will cascade off Alice's manager's email
February 10th		Comms to all stakeholders for sharing restructure news. List of different partner teams and key people. Includes both direct contacts and high level org leaders. Should be repeatedly reviewed by everyone invited to the plan.	Stakeholders	Email	Alice	Org restructure	Double check names are correct		Leverage Comms from row 7
February 10th		Make HR system changes.	Per plan	Email	Ignacio	N/A	Ensure actions completed before making changes		