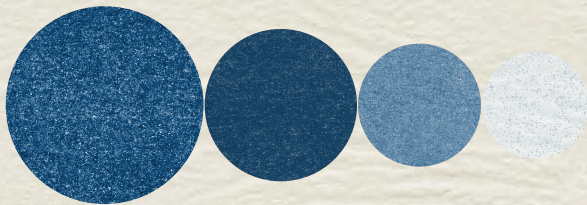


CHANGE MANAGEMENT

SUBJECT:



WHAT YOU NEED TO KNOW

WHAT'S CHANGING: [SPECIFIC DETAILS ABOUT NEW PROCESS/TOOL]

WHY NOW: [BUSINESS REASON AND TEAM BENEFITS]

YOUR BENEFIT: [PERSONAL IMPACT AND ADVANTAGES]

SUPPORT PROVIDED:

- TRAINING: [WHEN, HOW LONG, WHAT FORMAT]

- RESOURCES: [DOCUMENTATION, HELP CHANNELS, MENTORS]

- TIMELINE: [KEY MILESTONES AND EXPECTATIONS]

QUESTIONS/CONCERNS: [HOW AND WHERE TO GET HELP]

NEXT STEPS: [IMMEDIATE ACTIONS REQUIRED]