TEMPLATE: Vanta's Onboarding Comms Plan

Impact	
Driver	
Contributors	
Approver	
Informed	

Open Questions
- *List any open questions from contributors during the process here*

Drafted Written Comms
- *Add working drafts of comms copy materials here*

Date & Time	Action	Channel	Presenter	Notes	Done?

- *This table helps you organize who is learning what, on what cadence*

FAQs
- *This area is to list out questions you anticipate your team to have, along with scripts/guidelines of responses. This helps drive org-wide alignment during onboarding*