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| [Date][Presenter’s Name] |

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| Communication Executive Summary |

# Analysis of the data:

Where does the data for this scenario come from?

If available, what other data sources would you like to consult for your analysis?

How can this data be used to analyze operational issues for Metropolitan Health?

What areas, or themes, emerge as the main issues from the data?

How might these issues negatively impact Metropolitan Health if not addressed?

# Communication Best Practices

Compare and contrast best practices for improving patient satisfaction.

Make recommendations on improving communication and reducing knowledge gaps between staff and patients.

# Stakeholders

Describe who the stakeholders are.

Discuss implications of not communicating to stakeholders.

# Communication Strategies

Justify the need for the communication plan.

Describe theapproaches and tools for a health communication plan that incorporates the mission and vision.

Explain how to evaluate the communication plan.

# Conclusions

Summarize the plan for the executive team.

**References**

Cite all references using APA format.