# Please use this form to update the project with your contact details to ensure that all communications shared from the project are cascaded accordingly.

If you are providing details of other named individuals, please make sure that they are aware their details have shared. There may also be a need to make sure that your IT department do not block communication from the email addresses detailed at the bottom of this form.

If you have any questions regarding the attached, please do not hesitate to contact us. An example has been provided below to assist in the completion of this document. Please amend and update accordingly.

**mandatory Information required to communicate the change(s)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name:** | **A N Example Company** | | |
| **Contacts:** | **Main** | **Secondary** | **Other** |
| **Name:** | **John Smith** | **Jane Smith** | **Joe Bloggs** |
| **Job Title:** | **Company Director** | **Training Manager** | **Comms Mgr** |
| **Department:** | **Leadership Team** | **Company Training** | **Company Comms Dept** |
| **Landline:** | **01234 456789** | **01234 789456** | **01234 495867** |
| **Mobile:** | **+44 7850 \*\*\*\*\*\*** | **+44 7850 \*\*\*\*\*\*** | **+44 7850 \*\*\*\*\*\*** |
| **Email Address:** | **john.smith@anexample.com** | **jane.smith@anexample.com** | **joe.bloggs@anexample.com** |
| **Postal Address:** | **1 Big Wig Office** | **2 Get Sorted** | **3 The World** |
| **Company Lane** | **Training Lane** | **Communication Alley** |
| **Somewhere** | **Somewhere** | **Somewhere** |
| **SW1 2NW** | **SW1 2NW** | **SW1 2NW** |
| **Preferred Contact Method(s):** | **Face to Face with Programme Rep** | **Email / Call** | **Email / Workshop** |
| **Information Required:**  **(What Do You Want to Hear About)** | **High Level Info** | **Training Information** | **All items so that can cascade throughout the company to the correct audience** |
| **Facts & Figures** | **Delegate Requirements** |
| **Reports on Progress** |  |
| **Extra Information:** | **Have regular meetings in the company that would benefit the project to know about** | **Contact only for Training** | **Agree Plan** |
| **Platforms Available** | **MS Teams**  **Zoom**  **AN Other** | **MS Teams**  **Zoom** | **MS Teams**  **Zoom** |

**Signed: …………….……………………………………...… Date: ……………………………………………………..**

**Please Respond to:**

SAI (AC) Project Email: [AC-SAI@networkrail.co.uk](mailto:AC-SAI@networkrail.co.uk)

Business Change Email: [ESDSAISupport@networkrail.co.uk](mailto:ESDSAISupport@networkrail.co.uk)