Communications
Plan Template

To begin, sketch a plan for one project, initiative, or goal, and then move on to others. Be sure to include all of the necessary types of stakeholders in your plan. You can use data tools and reports, strategy and metrics maps and targets (see additional ASA Research Strategic Data Use Tools for guidance), and this communication guide to support your plan.

Enter your plan details in the template below. The first section provides the beginning of an example plan for data communication regarding a new co-requisite program for gateway courses. Gather and organize your information in the sections below. Add additional sections and rows to the template, as needed.

STAFF	COMMUNICATION	GOALS	SCHEDULE	FORMAT	RESPONSIBILITY
Example: *Strategy Lead & Team*	*Dashboard and metric reports, co-req and gateway course grades*	*Continually and regularly monitor progress so that adjustments can be made in real-time.*	*Upon new release of each metric*	*In-house dashboards*	*IT/IR: Lead & Team to pull data*
	Course data: attendance, assignment/test grades, course grade	*Continually and regularly monitor progress and support faculty and staff involved in development and delivery of the co-req course.*	*Mid-term and at end of term*	*Static data report: data table and figures*	*Faculty/staff teaching course*
	Interim and final evaluation reports	*Support strategy-level decision making regarding programs and policies.*	*Interim reports: end of term; Final report: end of evaluation period*	*Interim: briefing & memo, Final: formal report, presentation of recommendations*	*Evaluation team*

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ENTER YOUR INFO HERE

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