

Project Communication Plan

ID	Communication Item	Target Audience	Description	Delivery Mechanism	Frequency / Timing	Materials	Responsible for Preparation	Responsible for Delivery	Due/Scheduled	Completed
Project Reports										
R1	Bi-weekly Project Status Report	Project Sponsor, Project Team	Bi-weekly status report sent to all project team members and sponsor summarizing progress, upcoming tasks, key issues, and risks, etc.	Email Document	Bi weekly, Friday morning	PDF of MS Word	Project Director	Project Director		
R2	Monthly Leadership Status Report	Project Sponsor, CIO	Project status/accomplishments, issues/risks, schedule tracking	Email Document	Monthly	PDF of MS Word	Project Director	Project Director		
R3	Weekly Project Plan Updates	Project Sponsor	Core Team provides progress on the detailed project plan tasks weekly	Email Document	Weekly, Friday morning	PDF of MS Project	Project Director	Project Director		
R4	Project Documentation	Project Sponsor, Project Team, CIO	Charter, communication plan, risk register, initial project plan	Email Documents, post to project share	One-time event	PDFs	Project Director	Project Director	14-Sep	
Project Meetings										
M1	Weekly Project Team Status Meeting	Core Team and Project Director (and additional CommMar principals, as desired)	Detailed project task review, detailed issuerRisk log review, and support needed from other teams	In-person meeting	Weekly, Thursday morning	Detailed Project Plan, Issue Logs, and other supporting materials as necessary	Project Director and Core Team	Project Director		
M2	Infrastructure Support Meeting	Infrastructure, Core team, and Project Director	Summarize infrastructure needs in upcoming months and assess any risks/issues.	In-person meeting	As defined by Project Director	Detailed Project Plan, Issue Logs, and other supporting materials as necessary	Project Director	Project Director		
M3	Project Reviews	Project Sponsor, CIO, Executive Stakeholders	Highlight project status, cost/schedule tracking, risks, and issues, completed and upcoming milestones	Presentation & Conference call	As defined by Project Director	Project Financials, Project Plans, PPT/handouts	Project Director	Project Sponsor		
Communications to external groups										
E1	Project scope - reducing # of departmental editors	Dept. Heads, Editor Group	In-person with involved dept heads and web editors	In-person meeting			Core Team	Chris/Weston		
E2	Project launch	Deans, Executive Leadership	Individual discussion/meetings with deans/exec leadership	In-person meeting			George	George	In progress	
E3	Project launch	Executive Leadership, Deans	Presentation and discussion with Chancellor's Executive Leadership Team, Deans Council	In-person meeting	One-time event					
E4	Project launch	Campus	Campus-wide announcement from chancellor; general content on project and its benefits to campus to be drafted, distributed by OCM	Email	One-time event		Chèrie/Gina	George/Chancellor	TBD	
E5	Project launch	Campus	Website project campus/public listserv	Listservs	One-time event		Weston/Chris	Gina/Sarah to insert in all subsequent communications	When chancellor broadcast goes	
E6	Project launch	Campus	Dedicated page to house a current project timeline / calendar to reference what's ahead; serve as an archive for all broadcast communications to campus re the project. Message from project team to campus on next phase; planned sequence of activity; approx. schedule.	Blog	Update regularly, as necessary		Chèrie/Gina/Sarah	Gina/Sarah	TBD	
E7	Departmental specific project scope	Dept. Heads, Editor Group	Info (per CMS migration) on process and timing for departmental website redesign. Departmental sequence and scheduling to be confirmed with CMS migration team; address nature of centralized site maint/oversight and reduction in number of content eds.	In-person meeting			Gina/Sarah	Gina/Sarah	TBD	
E8	Editor plan	Editor Group	Message from project team to editor group on reduced set of editors, training program.	Email			Project Director, Core Team	Gina/Sarah	30-Sep	
E9	Content lockdown and OU Campus contract update	Select Editor Group	Message from project team to smaller editor group re spring semester content lockdown and mechanism for centralized updates. (OU Campus contract ends Nov.) Confirm workflow processes and estimated time involved in centralized update restriction (for comm/Q&A purposes).	Email			Project Director, Core Team	Gina/Sarah	October	
E10	First 90 Days project recap	Campus	Message from project team to campus with "First 90 Days" project recap and status update. Revise as necessary sequence/timeline/dates/schedule for next 90 days. Archive message content on project blog/website.	Email			Project Director, Core Team	Gina/Sarah	1-Dec	