Project Title: Project Leader:

| Aim | Approach | Appoint |
| --- | --- | --- |
| Communication Purpose | Primary Message (bullet) | Audience/ Motivation | Frequency | Vehicle | Who Develops\* | Who Delivers |
| What is the purpose of this communication (e.g., status report, deliverable update)? | What is the content of this communication (e.g., summary of project status, update on project deliverables)? | Who needs to be informed ?Why should they care? | How often will this type of communication occur?  | What is the format (e.g., email, meeting, SharePoint, etc.)? | What do you want to get out of it (i.e., the goal)?  | Who is delivering this communication to occur? |
| Awareness of project | Project DescriptionProject Update | Researchers- benefit to them | Semi-annual | News letterMeeting with researchers | Project Team | Project Lead |
| Awareness of project | Project descriptions, updates, challenges | All ITHS | Semi-annual | Internal news letterAll ITHS Meeting | Project Team | Project lead |
| Current & Upcoming projects | StatusInput for new projects | Partner leadership | Semi-annual | Meeting | Marketing Director | PI and Co PI |
| Regional Input | Present overview & ask for input | WWAMI region | Semi-annual | MeetingsNewsletters | Project Team | Regional Director or Project Lead |
| Project meetings | Agenda, minutes | Team members/ prepare and record of decisions | Bi-weekly | Agenda/MinutesOutlook invite | Project Lead and Manager | Project Manager |
| Action items | Follow up on actions- Action Item plan (in minutes) | Team members- be prepared | Bi-weekly | e-mail | Project Manager | Project Manager |
| Project Plan | What needs done, when, by who | SponsorTeam members | Update bi-weekly | e-mail or posting | Project Manager | Project Manager |
| Charter | Project background, purpose, objective, target measures, team | ITHS | Once with updates | PostingForm | Sponsor, Team Lead | Project Manager |
| Budget | Financial / resource costs | Executive TeamFinancial Director | Once with updates | PostingExcel spreadsheet | Sponsor, Team Lead | Project Manager |
| Communication plan | What to communicate, when | Team | Once | PostingForm | Team | Project Manager |
| Data collection Plan | What data to collect, source, method, responsibility, timing | SponsorTeam | Once with updates | PostingForm | Team | Project Manager |
| Ongoing (Maintenance) Cost/ ROI | Expected ongoing cost &/or ROI | SponsorExecutive Team | Once with updates | Posting? | Team | Project Manager |
| Pilot Test | What will the test look like, what data will be gathered, where will the pilot occur | SponsorTeamAffected area | Once with updates | PostingWritten plan | Team | Project Manager |
| Data summary | Pilot results | SponsorAffected area | Once with updates | Written Summary | Team | Project Manager |
| Scaling plan | Plan to roll out  | SponsorExecutive teamAll ITHS | Once  | Written planPower point | Team | Team Lead |
| Handoff plan | Ongoing improvement planFormal handoffMechanisms for continuations (metrics, SOPs, Visual systems) | Affected areasExecutive Teams | Once | Written planSupporting documentation | Team | Team Lead |
| Lessons Learned | Lessons learned from project that can be transferred to future projects | Lean officeAll ITHS | Once | Written documentation | Team | Team leadOr Project Manager |
| White paper | Innovative learnings | Nation & or worldwide research community | Once | Publication submission | Team Sponsor | Team Lead |

\*Incorporate Marketing and Communication Director