

“Training for New Financial Aid Professionals” Communication Plan

Stakeholder	Interest in Project			Communication Needs	Type	Frequency	Responsible	Sender	Due Dates			
	Awareness	Under- standing	Support/ Ownership						Draft	Final	Target Delivery	Actual delivery
Those who will affect or be affected by the development and/or delivery of the project. Examples: FSA Channels, FSAU Staff, etc.				What project information does the stakeholder need or want?	How is the communication delivered to the stakeholder?	How often does the stakeholder need to receive communication?	Who will be responsible to create the communication?	Who will be responsible to deliver the communication? (May be same as Responsible)				
Bill Ryan	X	X	X	Progress & status updates	<ul style="list-style-type: none"> E-mail Meetings 	Every 2 weeks	Jo Ann	Jo Ann				
Anne Teresa Micki Roemer			X	Progress & status updates	<ul style="list-style-type: none"> E-mail Meetings 	At each major milestone	Jo Ann	Jo Ann				
Other stakeholders		X		Progress updates	<ul style="list-style-type: none"> E-mail FSAU mgr's meeting 	As needed	Jo Ann	Jo Ann				
Advisors (including Midge)		X		Requests for input/feedback	<ul style="list-style-type: none"> E-mail 	As needed	Jo Ann	Jo Ann				
Communications (Anita)	X			Assistance with publicity	<ul style="list-style-type: none"> E-mail 	As needed	Jo Ann	Jo Ann				
Schools	X			Public announcement regarding “100 Series” availability and access	<ul style="list-style-type: none"> E-mail Website 	When completed / deployed	Anita	Anita				