

- Status
- ☐ Next Steps
- ✓ Completed "Next Steps"

## Student Aid Awareness SAMPLE - Weekly Work Plan As of 9/18/2002

Work Efforts	Status	Schedule	Change Work Plan?	Next Steps	POC
<b>PROGRAM OUTREACH</b>					
<b>Coordinate SFA Ambassador Program</b>	<ul style="list-style-type: none"> <li>• Discuss plan with SFA Communications</li> <li>• Determine key messages and materials</li> </ul>	<b>GREEN</b>	No	<ul style="list-style-type: none"> <li>• Coordinate among departments</li> <li>• Distribute packets</li> </ul>	HM
<b>PUBLICATIONS</b>					
<b>Coordinate <i>The Student Guide</i></b>	<ul style="list-style-type: none"> <li>• Meet with team to discuss layout</li> <li>• Discuss changes to make from the last edition</li> </ul>	<b>YELLOW</b>	No	<ul style="list-style-type: none"> <li>▪ Coordinate production with PIC</li> <li>▪ Distribute publication to customers</li> </ul>	DB
<b>Coordinate <i>Funding Your Education</i></b>	<ul style="list-style-type: none"> <li>• Meet with team to discuss layout</li> <li>• Discuss changes to make from the last edition</li> </ul>	<b>GREEN</b>	No	<ul style="list-style-type: none"> <li>▪ Coordinate production with PIC</li> <li>▪ Distribute publication to customers</li> </ul>	
<b>STUDENT POPULATION RESEARCH</b>					
<b>Coordinate campaign management</b>	<ul style="list-style-type: none"> <li>• Understand campaign management</li> </ul>	<b>RED</b>	No	<ul style="list-style-type: none"> <li>• Research marketing best practices</li> <li>• Identify audience</li> </ul>	LH