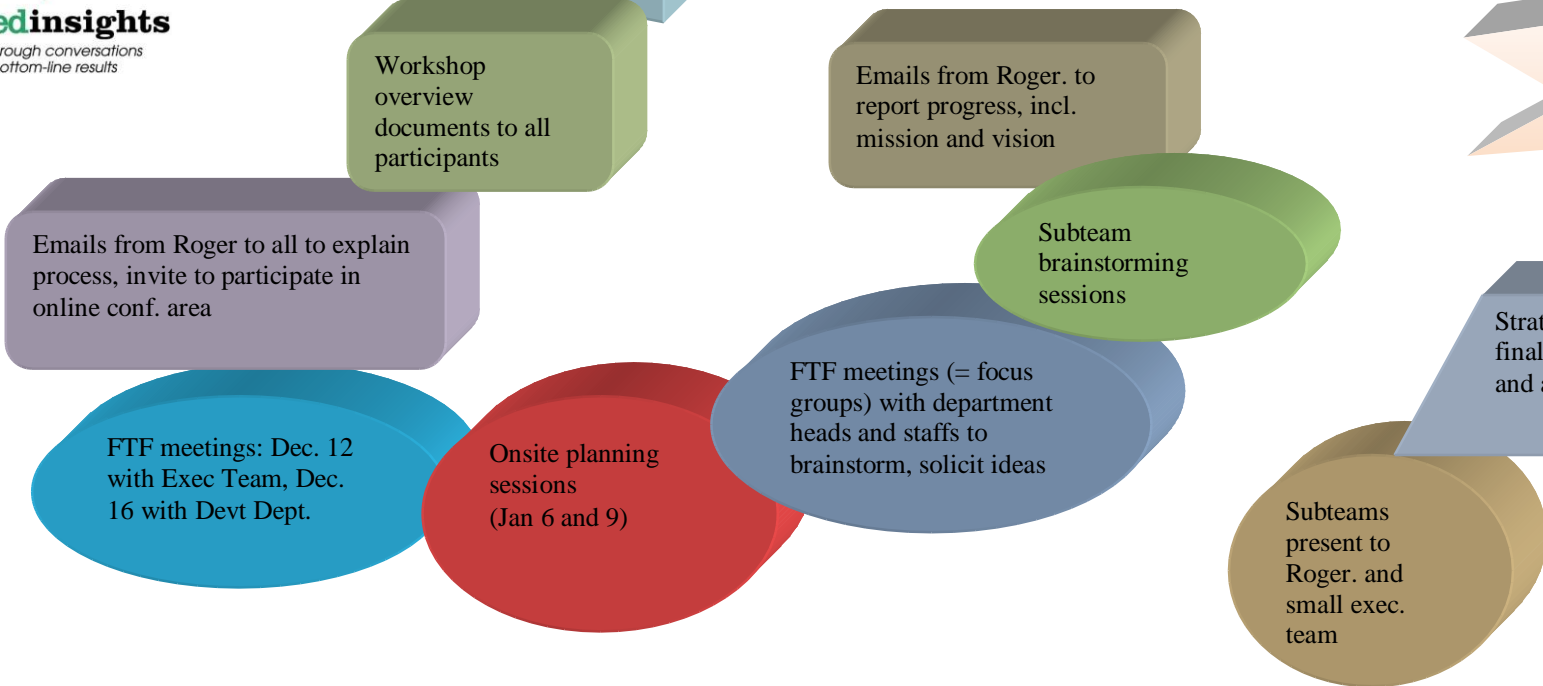
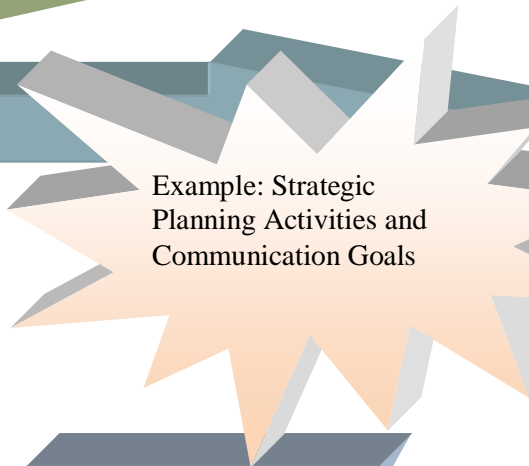




Asynch online forum open throughout planning process

Team portal created for storing, accessing latest revs of all planning documents



**Phase 1- Dec.**  
Planning and preparation

- Communication Goals:
- Generate excitement
  - Make people feel included and important
  - Set realistic expectations
  - Help people prepare for their roles in the planning process

**Phase 2 – early Jan.**  
Planning sessions

- Communication Goals:
- Invite various stakeholders to participate in planning process
  - Report progress and milestones to all
  - Gain commitment, buy-in for mission, vision
  - Enable departments to solicit input from individuals

**Phase 3 – late Jan.**  
Detailed planning by initiative

- Communication Goals:
- Involve appropriate people in creating plans, proposals
  - Solicit feedback, ideas from other
  - Communicate broad strategy, top initiatives
  - Report on progress

**Phase 4 – Early Feb**  
Finalizing plan and proposal

- Communication Goals:
- Invite feedback, ideas for proposal, plan
  - Engender sense of ownership of proposed plan by all
  - Finalize proposal and presentation
  - Fine-tune plan
  - Implement