### Communications and Events Planning Taskforce

#### PROJECT DESCRIPTION/GOALS
This project will develop a communication plan for the entire Strategic Planning Process, from development and into the implementation. Plan to include audience, mode of delivery, and frequency/timing among other.

This taskforce is also tasked with ensuring events meeting locations are reserved, guests are invited, and material is distributed.

#### DELIVERABLES
1. Written Communication Plan ready for implementation
2. Implement the communication plan
3. List of facilities used for each event

#### PROJECT SCOPE
In Scope:
- Review of communication models for strategic planning
- Review LTP communication plan and use it to help guide communication and information sharing for this strategic planning (use what worked well, avoid what was not helpful)
- Recommend a communication plan
- Implement the plan
- Reserve facilities and invite guests as needed

#### ASSUMPTIONS
- There are successful models of communication for strategic planning that we could use

#### MILESTONES
- 05/2011 – Launch project & finalize charter
- 06/2011 – Complete communication model review
- 06/2011 – Draft summary report
- 07/2011 – Implement Plan
- 05/2012 – Project completed

#### PROJECT TEAM
**Project co-leader:** Alice Reilly-Myklebust
**Project co-leader:** Steve Reed
**Team Members:**
- Dawn Hukai
- Wes Chapin
- Dale Gallenberg
- Cara Rubis
- Mialissa Moline
- Deb Toftness