

IIJIS Planning Committee Communications Plan

Project Name: IIJIS Strategic Plan			
Project Manager: Carol Gibbs			
Date of Plan: March 8, 2002			
Category	Stakeholder	Method	Times
Status Reports	Planning Committee	Email/fax/meetings	Bi-monthly
Status Reports	Technical Committee	Meeting	Bi-monthly
Alerts	Planning Committee	Email/fax/meetings	As needed
Alerts	Technical Committee	Meeting	As needed
Go/No Go Decisions	Planning Committee	Email/fax/meetings	As needed
Documents	Planning Committee	Email/fax/meetings	As needed
Meeting Agendas	Planning Committee	Email/fax	Delivered 3 days prior to meetings
Chair Report	Governing Board	Written report	Monthly
Issues	Governing Board	Written report	As needed

*** Notes:**

1. Meetings will be preceded by Email or fax of the agenda and issues to be discussed.
2. Documents will be provided in MS Word and/or PDF format.