**Project**:

**Executive Lead**:

**Communications Leads**:

**Timeline**:

**Communications Goals**

* List your goals here. This could include:
	+ Who are you trying to reach?
	+ What do you want them to do or learn?

**Key Messages**

* What is your key message or messages? What do people need to know? This could include:
	+ For events, where it is and how to register
	+ For opportunities like fellowships, how to apply and who is eligible

**Messaging**

Put text here. For example, a paragraph to be included in Breakthrough, text you want on the webpage, what needs to be on a flyer, whatever is relevant to your project.

**Timeline**

* Month
	+ ~~Date - Task to be completed - who is responsible for task~~ (strikethrough text when completed)
	+ Date - Task to be completed - who is responsible for task
* Month
	+ Date - Task to be completed - who is responsible for task
	+ Date - Task to be completed - who is responsible for task

**Tracking and Measurement**

* How will you measure success?
	+ Number of event attendees?
	+ Number of applications?
	+ Visitors to a website?
	+ Etc.