Communication Strategy

Use this checklist as a starting point to determine how to communicate internally and externally about WBL programs.

- Determine the goal of the communication
  Notes:

- Define the information needing to be communicated
  Notes:

- Identify the audience
  Notes:

- Identify the messenger
  Notes:

- Select the appropriate communication tool
  Notes:

- Decide how frequently information will be communicated
  Notes:

- Gather feedback about communication plan
  Notes: