

ACTIVITY: DOCUMENTING PLANS FOR COMMUNICATIONS

Complete the middle column, thinking about *what* will need to be communicated to each stakeholder group and *how* and *when* this should occur. Then in the right-hand column, name the person from the team who will take prime responsibility for communicating with that group.

COMMUNICATION PLAN FOR TIER TWO TEAM		
Stakeholder group	Strategies for communicating with stakeholder group	Person responsible
Senior leadership		
Tier One Team		
Staff		
Students		
Whānau		
Wider community		