

PROJECT communication plan

Project Name:	HR Metrics
Project Leader	Gerry Fisher

Audience (Who)	Message (What)	Intent (Why)	Media (How)	Frequency	Person(s) Responsible
State Personnel Director	Dashboard content	Submit draft dashboards for approval	Electronic and print	Quarterly	Team Leader
Project Management Team	Dashboard content	Submit draft dashboards for coordination with other projects	Print	Quarterly	Team Leader
HR Metrics Advisory Group	Dashboard content	Submit draft dashboards for input	Electronic and print	Quarterly	Team Leader
Project Management Team	Weekly Reports	To update PMT on project progress	Written report	Weekly	Team Leader
Project Management Team	Submission of website content	To deliver agreed upon content for HR Innovations website	Final content	Per project plan (est. 7-1-07)	Team leader
Project Management Team	Submission of draft deliverables	To present deliverables for approval and coordination with other teams' deliverables	Actual deliverables	Per project plan	Team Leader
State Personnel Director	Submission of strategic planning deliverables	To present deliverables for approval and coordination with other agencies' related initiatives (e.g. OSBM)	Actual deliverables	Prior to OSP implementation	All team members
Sponsors	Overview of the strategic planning process	To educate the Sponsors on the process and the associated deliverables	Presentation	Late fall, possibly before the October conference	All team members

Audience (Who)	Message (What)	Intent (Why)	Media (How)	Frequency	Person(s) Responsible
HR Innovations Team Leaders	Detailed overview of strategic planning process	To educate the Team Leaders on the process, the associated deliverables and their role in implementing strategic planning	Presentation	Early winter, after the October conference	All team members
Agency advisory group	Draft deliverables	To gather input on the quality, feasibility and viability of proposed materials, tools, techniques, etc.	In advance of submission of deliverables to PMT	Per project plan	Team Leader
Agency executive team(s)	Overview of HR metrics	To educate and secure buy-in from key executives	Formal presentation	Per project plan	Team Leader
Agency management groups	HR Metrics implementation training	To educate agency managers on how to construct and use HR metrics in decision making	Classroom and online training	Upon request	All team members
Select committees of NC General Assembly (State & Local Government, State Personnel, Appropriations etc.)	Overview, purpose, advantages and benefits of the strategic planning process	To educate and secure support from key legislators. To demonstrate how this project is congruent with their efforts to improve government performance and accountability.	Formal presentation(s)	TBD	Team Leader incl. Team members as determined by OSP leadership

Approved (Project Sponsor):		Date:	
Approved (State Personnel Director):		Date:	