

Internal Communications timeline proposals

Communication Type	When	Objective of Communication	Medium	Frequency	Audience	Responsibility	Deliverable
Memo #1 from Senior Staff	Early/mid-March	Inform all colleagues of new management structure of RES	<ul style="list-style-type: none"> • Memo/ email 	Once	<ul style="list-style-type: none"> • All colleagues 	Senior Staff member	<ul style="list-style-type: none"> • Memo
SharePoint discussion board open for commentary about memo	Early/mid-March; (mentioned in memo)	Provide a forum for open discussion	<ul style="list-style-type: none"> • SharePoint 	Once – open all transition period	<ul style="list-style-type: none"> • All colleagues 	Volunteer or designate from Concept Team	<ul style="list-style-type: none"> • SharePoint discussion
Personal notifications of new RES mgmt.	Mid-March	Inform new RES mgmt. of new roles/responsibilities	<ul style="list-style-type: none"> • Email/face-to-face? 	Once for each mgmt.	<ul style="list-style-type: none"> • New RES mgmt. 	Senior Staff	<ul style="list-style-type: none"> • Notification to affected stakeholder
Announcement to Admin. Council	Mid-March	Inform Admin. Council of new RES mgmt.	<ul style="list-style-type: none"> • Face-to-face Meeting ? 	Once	<ul style="list-style-type: none"> • Admin. Council 	Senior Staff	<ul style="list-style-type: none"> • Notification
Personal notifications of affected staff/librarians	Mid/late March	Inform RES staff/librarians of new roles/responsibilities	<ul style="list-style-type: none"> • Email/face-to-face 	Once for each staff/librarian	<ul style="list-style-type: none"> • New RES staff 	Bill Gentz?/Sr. Staff?	<ul style="list-style-type: none"> • Notification
Memo #2 from Senior Staff	Early April	Inform all colleagues of new RES management team (individuals)	<ul style="list-style-type: none"> • Memo/ email 	Once	<ul style="list-style-type: none"> • All colleagues 	Senior Staff	<ul style="list-style-type: none"> • Memo
Email invitation to “kickoff meeting”	Early April	Invite colleagues to the “kickoff meeting”	<ul style="list-style-type: none"> • Email/Outlook invitation? 	Once	<ul style="list-style-type: none"> • Stakeholders who are likely to become liaisons • Stakeholders who are likely to staff the desk • New RES managers 	Heidi to do invitation?	<ul style="list-style-type: none"> • Outlook invitation
Kickoff Meeting	Mid April	Invite all interested to view and discuss a presentation of the new RES management structure.	<ul style="list-style-type: none"> • Face to Face 	Once	<ul style="list-style-type: none"> • Stakeholders who are likely to become liaisons • Stakeholders who 	Volunteer or designate from Concept	<ul style="list-style-type: none"> • PPT • WebEx recording?

					<ul style="list-style-type: none"> are likely to staff the desk New RES managers Senior Staff (?) 	Team	
HR or organizational change workshop	Late April	Effectively communicate and recognize stress management	<ul style="list-style-type: none"> Face to face 	Once	<ul style="list-style-type: none"> New RES managers 	Recruit HR rep. or an org. change specialist	<ul style="list-style-type: none"> WebEx recording
Open desks & Open office hours	All April	Open desks for shadowing; early cross-training opportunity	<ul style="list-style-type: none"> Face to face 	All month long	<ul style="list-style-type: none"> Stakeholders who are likely to become liaisons Stakeholders who are likely to staff the desk New RES managers 	Stakeholders who are likely to become liaisons; Stakeholders who are likely to staff the desk; New RES managers	
Initiate cross-training	All May	Cross train staff for new roles	<ul style="list-style-type: none"> Face to face 	All month long	<ul style="list-style-type: none"> Stakeholders who will be staff at the desk New RES managers 	All stakeholders	Training