Policy Toolkit: Communications Checklist

This checklist can be used to guide those responsible for communicating a new or revised policy to develop an effective communication plan. The list can be amended or extended to include all stakeholder groups relevant to the policy in question.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Stakeholder Group** | **Communication Channel** | | | | | | | | **Date** | **Responsibility** |
| **Internal Bodies** | **Briefing** | **Information Session** | **Workshop** | **Meeting** | **Staff E-zine** | **Website** | **E-mail** | **Other** |  |  |
| **Student body** |  |  |  |  |  |  |  |  |  |  |
| **All Faculty** |  |  |  |  |  |  |  |  |  |  |
| **All Staff** |  |  |  |  |  |  |  |  |  |  |
| **Governing Authority** |  |  |  |  |  |  |  |  |  |  |
| **University Management Team** |  |  |  |  |  |  |  |  |  |  |
| **Academic Council** |  |  |  |  |  |  |  |  |  |  |
| **Other committees/ boards/ groups** |  |  |  |  |  |  |  |  |  |  |
| **College Principals/Heads of Area** |  |  |  |  |  |  |  |  |  |  |
| **Heads of School/ Unit** |  |  |  |  |  |  |  |  |  |  |
| **School Office Managers** |  |  |  |  |  |  |  |  |  |  |
| **Students’ Union** |  |  |  |  |  |  |  |  |  |  |
| **Student representatives** |  |  |  |  |  |  |  |  |  |  |
| **Student Advisers** |  |  |  |  |  |  |  |  |  |  |
| **Student Services Units** |  |  |  |  |  |  |  |  |  |  |
| **External Bodies** | **Briefing** | **Information Session** | **Workshop** | **Meeting** | **Staff E-zine** | **Website** | **E-mail** | **Other** |  |  |
| **HEA** |  |  |  |  |  |  |  |  |  |  |
| **IUA** |  |  |  |  |  |  |  |  |  |  |
| **NUI** |  |  |  |  |  |  |  |  |  |  |
| **Office of the Ombudsman** |  |  |  |  |  |  |  |  |  |  |
| **Recognised Colleges** |  |  |  |  |  |  |  |  |  |  |