

# Departmental Communication Strategy Proposal Form

Department Name

Contact Person

Email

Date

## 1. Current Communication Overview

Describe current communication methods used within the department

Key communication challenges faced

## 2. Objectives

What are the main objectives of this strategy?

Target audience(s)

## 3. Proposed Communication Strategy

Proposed methods/channels

Key messages to communicate

#### 4. Implementation Plan

Timeline for implementation

Responsible team members/roles

#### 5. Evaluation & Success Metrics

How will success be measured?

How will you collect feedback and iterate?