**Appendix 7: Communications Checklist**

The Communications Checklist is intended to provide an outline plan for communicating a new or revised policy. The list of stakeholders and the communication channels should be customised for the policy in question.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Stakeholder** | **Communication Channel** | | | | | | | | **Date** | **Responsibility** |
| Internal | Briefing Note | Information Session | Workshop | Meeting | Newsletter | Website | All staff email | Other |  |  |
| Student Body |  |  |  |  |  |  |  |  |  |  |
| All Staff |  |  |  |  |  |  |  |  |  |  |
| All Academic Staff & Researchers |  |  |  |  |  |  |  |  |  |  |
| All PMSS Staff |  |  |  |  |  |  |  |  |  |  |
| Governing Body |  |  |  |  |  |  |  |  |  |  |
| Executive Management Team |  |  |  |  |  |  |  |  |  |  |
| Academic Council |  |  |  |  |  |  |  |  |  |  |
| Heads of School |  |  |  |  |  |  |  |  |  |  |
| Heads of Department |  |  |  |  |  |  |  |  |  |  |
| Heads of Function |  |  |  |  |  |  |  |  |  |  |
| Students Union |  |  |  |  |  |  |  |  |  |  |
| Student representatives |  |  |  |  |  |  |  |  |  |  |
| Student Services |  |  |  |  |  |  |  |  |  |  |
| Research Institutes & Centres & Group |  |  |  |  |  |  |  |  |  |  |
| Subsidiaries |  |  |  |  |  |  |  |  |  |  |
| External | Briefing Note | Information Session | Workshop | Meeting | Newsletter | Website | All staff email | Other |  |  |
| HEA |  |  |  |  |  |  |  |  |  |  |
| THEA |  |  |  |  |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |  |  |  |  |