**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.

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| --- | --- | --- | --- |
| **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 |   |   |   |   |   |   |   |   |   |   |