**Example**

**Missouri Middle School**

**Communication Plan**

**Date:** *September 12*

|  **STAKEHOLDER** | **STRATEGY** | **RESPONSIBLE PERSON** |
| --- | --- | --- |
| **Staff** | * *Share draft matrix with all staff via email.*
* *Email teachers about sharing matrix with students on September 16 and with families during Open House, Sept 17.*
 |  *Ms. Martin**Ms. Martin* |
| **Students** | * *Share draft matrix with all students during first hour on Monday, September 16.*
 |  *All first hour teachers* |
|  **Families** | * *Share draft matrix with families at Open House on Tuesday, September 17*
 | *Ms. Martin* |
|  **Community** | * *Share final matrix with community agencies and business partners.*
 |  *Mr. Valdez* |