**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* |