



ACTIVITY PLANNER

Sample Communications Plan

1. RESEARCH

Include information here about survey results and include descriptions about any programs you evaluated using Action Tool 3.

2. OBJECTIVES

Using bullet-points, list what you are trying to accomplish and who your target group is. Explain why professional development will help advance the school and/or district goals.

3. PROGRAM

Using your conclusions from Action Tool 5, describe the program you would like to implement and what resources you will use to do it.

4. EVALUATION

Describe how you will evaluate your program and report findings.

5. TIMELINE

Include a timeline by month of what you will accomplish.