

**GVSU SunGuard SCT/Banner Project  
Communication Plan**

<b>Audience</b>	<b>Purpose</b>	<b>Method</b>	<b>Frequency</b>
Executive Officers	Project Status Update	Written Report	QTRLY
Deans, Directors, Unit Heads	Project Status Update	Written Report	QTRLY
Special Committees, i.e. Deans Council	Opportunity for two-way exchange of information	B. Fletcher, S. Korzinek and/or Project Managers to attend selected meetings	As scheduled
Faculty, Staff	Project Status Update	Forum	QTRLY
Students	Project Status Update	Lanthon	QTRLY
Banner Executive Steering Committee	Project Status Update	Meeting/written report	Monthly
Banner Project Advisory Committee	Project Status Update	Meeting/written report	Monthly
Faculty, Staff	Project Status Update	Group Wise Bulletin Boards	Ongoing
All	General Project Information, Project Status Updates, FAQs	Banner Web Site	Ongoing
All	Primary communication channel for questions/answers	Banner GroupWise Account with Link from Web Site (to be managed by Project Director, Project Assistant)	Ongoing
All	Opportunity for two-way exchange of information	Open Forums (with alternating locations)	Monthly
End User Focus Groups	Provide input to Project Director, Project Managers	Meetings with Project Director and/or Project Assistant	Monthly
End User Training	System training	Classes (to be arranged by Project Managers)	TBD