# Communication planning template

1.0

#### 4.0 OBJECTIVES

Describe the attitude, opinion or behavior you want to change. Make your objectives SMART — specific, measurable, achievable, realistic and timely. Objectives create a basis for later evaluation.

• **Example objective**: Within six months, 65 percent of UAF students living on campus will have purchased a new meal plan.

#### 5.0 STRATEGIES

Describe how you will approach the challenge of reaching your objectives. You can have multiple strategies for each objective.

• **Example strategy:** Develop promotional materials featuring the new dining options for students.

#### 6.0 TACTICS

Describe the specific activities and tools you will use to achieve your measurable objectives. You can have multiple tactics for each strategy.

• Example tactics:

## UAF Communication Plan

### 11.0 EVALUATION

When you have executed the plan, copy and paste your stated objectives, and describe whether you achieved them. Why? What lessons did you learn?