| **Activity/message** | **Date** | **Complete?** |
| --- | --- | --- |
| [Project Kick Off](#_Project_Kick_Off) | [Date] |  |
| [Team Meeting](#_Team_Meeting_–) | [Date] |  |
| [Upcoming activities email to project team](#_Upcoming_activities_email) | [Date] |  |
| [Status update email to project manager](#_Activity_update_email) | [Date] |  |
| [Status update to sponsor](#_Status_update_email) | [Date] |  |
| [Sponsor Meeting](#_Sponsor_Meeting_–_1) | [Date] |  |
| [Announcement of upcoming project](#_Announcement_of_upcoming_1) | [Date] |  |
| [Ongoing status announcement](#_Ongoing_status_announcement) | [Date] |  |
| [Change announcement](#_Impact_announcement_–) | [Date] |  |
| [Post change announcement](#_Post_change_announcement) | [Date] |  |
| [Lunch & Learn: [Title] – 1st announcement (3-4 weeks before)](#_Lunch_&_Learn:) | [Date] |  |
| [Lunch & Learn: [Title] – 2nd announcement (2 weeks before)](#_Lunch_&_Learn:_1) | [Date] |  |
| [Lunch & Learn: [Title] – Day before](#_Lunch_&_Learn:_2) | [Date] |  |

# Project Kick Off – [Date]

Include in the calendar invite:

Meeting attendees:

[Name], [Name], [Name], [Name], [Name], [Name]

Text:

The [Project name] project will [do these things]. You’ve been selected for this project because [why/how members were selected]. The purpose of the kick-off meeting is to review plans, roles, and responsibilities.

# Team Meeting – [Date]

Include in the calendar invite:

Meeting attendees:

[Name], [Name], [Name], [Name], [Name], [Name]

Text: [Project name] project team meeting to discuss activities, action items, issues, and risks. Agenda available [link]

# Upcoming activities email to project team – [Date]

To: [Name], [Name], [Name], [Name], [Name], [Name]

From: [Project manager]

Subject: Upcoming activities for [Project name]

Text: I’m writing to remind you of the following upcoming activities for [Project name]

|  |  |  |
| --- | --- | --- |
| **Activity** | **Assigned to** | **Due** |
| [Description of what needs to be done] | [Team member name] | [Date] |

# Status update email to project manager – [Date]

To: [Project manager]

From: [Team member name]

Subject: Status update for [Project name]

Text:

|  |  |
| --- | --- |
| **Assigned item** | **Status update** |
| [description of activity you were assigned to complete] | [what you’ve done] |

# Status update email to sponsor – [Date]

To: [Project sponsor]

From: [Project manager]

Subject: Status update for [Project name]

Text:

Actions completed

*
*

Issues

*

Risks

*

# Sponsor Meeting – [Date]

Include in the calendar invite:

Meeting attendees:

[Sponsor]

Text: [Project name] project sponsor meeting to review project status, issues, and risks. Agenda available [link]

# Announcement of upcoming project – [Date]

[Org unit] will be leading the [Project name] project to [do these things].

# Ongoing status announcement – [Date]

The [Project name] project has [done these things].

# Change announcement – [Date]

The [Project name] project will:

What: [Description of the change]

Who’s affected: [Org units, employees who…]

When: [Implementation date]

Contact: If you have questions, contact [Name]

# Post change announcement – [Date]

The [change] resulting from [Project name] project was effective [Date].

What: [Description of the change]

Contact: If you have questions, contact [Name]

# Lunch & Learn: [Title] – 1st announcement (3-4 weeks before) – [Date]

**Save the Date: [Date] Lunch & Learn [Title]**

All ORAU employees are invited to attend (in person or virtually) the [Title] Lunch & Learn.

When:

Time:

Where:

[Name] will lead an interactive session that includes examples [whatever will be covered].

[Value the session provides]

# Lunch & Learn: [Title] – 2nd announcement (2 weeks before) – [Date]

**Two Weeks until Lunch & Learn [Title]**

All ORAU employees are invited to attend (in person or virtually) the [Title] Lunch & Learn.

When:

Time:

Where:

Bring your lunch to [Name]’s interactive session that includes examples [whatever will be covered].

[Value the session provides]

# Lunch & Learn: [Title] – Day before – [Date]

**Tomorrow is the Lunch & Learn [Title]**

All ORAU employees are invited to attend (in person or virtually) the [Title] Lunch & Learn.

When:

Time:

Where:

Bring your lunch to [Name]’s interactive session that includes examples [whatever will be covered].

[Value the session provides]