**Communication Plan for KEDC Grants Team: Internal and External**

**1. Goals**

* Enhance Collaboration: Ensure all KEDC Grants team members are consistently informed and can collaborate effectively.
* Increase Transparency: Maintain clear communication about project status, responsibilities, and deadlines specific to KEDC Grants.
* Improve Efficiency: Streamline communication to reduce misunderstandings and delays in KEDC Grants initiatives.
* Support Success: Provide necessary information and support for KEDC Grants team members to meet project objectives and deadlines.
* Showcase Achievements: Highlight the impactful grants and teacher leaders involved on social media platforms.

**2. Objectives**

* Established Communication Channels and Protocols: Utilize email, Zoom meetings, and instant messaging daily for updates and discussions.
* Regular Updates and Meetings: Conduct weekly team meetings, cadre meetings, and bi-weekly check-ins to discuss KEDC Grants progress.
* Use of Project Management Tools: Track KEDC Grants progress, milestones, and deadlines for efficient management.
* Clear Roles and Responsibilities: Ensure all KEDC Grants team members understand their roles and contributions.
* Feedback Loop Implementation: Gather insights through cadre session evaluations and regular feedback sessions for continuous improvement.
* Social Media Engagement Strategy: Showcase KEDC Grants achievements on Twitter (X) and Facebook multiple times weekly.
* Effective Communication with Stakeholders: Engage teacher leaders, administrators, schools, districts, and communities effectively.

**3. Timelines**

**Daily:**

* Instant Messaging (e.g., Text, Zoom, Remind, Microsoft Teams): For quick updates and discussions within the KEDC Grants team.
* Email: For urgent communications and updates specific to KEDC Grants.

**Weekly:**

* Sunday Night Emails: Distribute weekly updates to teacher leaders on KEDC Grants developments and upcoming events.
* Weekly Team Meetings: Mondays at 9:00 AM to review KEDC Grants goals, progress, and address any challenges via Zoom.
* Weekly Cadre Meetings for teacher leaders and admin: Conduct regular professional learning meetings to ensure alignment and address KEDC Grants project-specific queries.

**Monthly:**

* Monthly Reports: Provide comprehensive KEDC Grants updates on goals, budgets, milestones, and challenges.
* Bi-weekly Check-ins: Wednesdays for quick 15-minute KEDC Grants progress updates and issue resolutions via Zoom.
* Feedback Sessions: Allocate time in meetings to discuss KEDC Grants team feedback and enhance strategies.

**Annually:**

* Orientation Meetings: Initiate meetings to onboard new teacher leaders and align them with KEDC Grants objectives.
* Mid-project Review: Conduct thorough reviews to adjust KEDC Grants strategies based on progress and stakeholder feedback.
* Final Review and Feedback Session: Evaluate outcomes, gather insights, and document lessons learned for future KEDC Grants.

**4. Forms of Communication**

* Email: Share formal communications, project updates, and meeting invitations among KEDC Grants team.
* Zoom: Facilitate virtual meetings, both scheduled and ad-hoc, to discuss KEDC Grants progress and challenges.
* Weekly Meetings (Virtual or In-person): Provide detailed updates and plan KEDC Grants next steps.
* Monthly Reports: Outline KEDC Grants achievements, challenges, and adjustments.
* Ad-hoc Meetings: Address urgent KEDC Grants issues requiring immediate attention.
* Sunday Night Emails: Update teacher leaders on KEDC Grants developments and weekly events.
* Weekly Cadre Meetings: Engage teacher leaders in KEDC Grants progress discussions.
* Orientation Meetings: Introduce new teacher leaders to KEDC Grants goals and expectations.
* Master Calendar: Maintain a centralized schedule for KEDC Grants milestones and deadlines.
* Web Pages: Share KEDC Grants resources, updates, and important information.
* Return on Investment (ROI) Reports: Present KEDC Grants impact and effectiveness analyses.
* One-Pagers: Summarize essential KEDC Grants details for easy reference.
* Newsletters per each grant to all stakeholders

**5. Meeting Schedule**

* Weekly Meetings: Mondays at 9:00 AM to review KEDC Grants progress and challenges via Zoom.
* Bi-weekly Check-ins: Wednesdays for quick KEDC Grants updates and issue resolutions via Zoom.
* Mid-project Review: Assess KEDC Grants progress and adjust strategies accordingly.
* Final Review and Feedback Session: Evaluate KEDC Grants outcomes, gather insights, and document lessons learned.
* Weekly Cadre Meetings: Engage teacher leaders in KEDC Grants professional learning.

**6. Reporting Templates**

Weekly Progress Report:

* Completed tasks
* Ongoing tasks
* Budget
* Upcoming tasks
* Issues and resolutions
* Required support or resources

Monthly Report:

* Overview of KEDC Grants progress
* Achievements
* Budget
* Challenges and solutions
* Updated timeline and milestones
* Team feedback

**Project Completion Report: IPR’s and APR’s**

* Summary of KEDC Grants goals and outcomes
* Key achievements
* Challenges and solutions implemented
* Final metrics and results
* Team feedback and lessons learned

**7. Social Media Strategy**

Platforms: Twitter (X) and Facebook.

Content Types:

* KEDC Grants updates and milestones
* Success stories featuring teacher leaders and impactful grants
* Interviews with teacher leaders involved in KEDC Grants
* Information on funded grants and their impact
* Behind-the-scenes of KEDC Grants initiatives
* Infographics showcasing KEDC Grants data
* Posting Frequency: Multiple posts each week highlighting KEDC Grants achievements and milestones.
* Engagement Strategy: Respond promptly to comments, share relevant content, and strategically use hashtags to boost KEDC Grants visibility.
* Measurement and Adjustment: Track KEDC Grants engagement metrics and adjust social media strategies based on feedback and performance data.

**8. Feedback Mechanism**

* Cadre Professional Learning Session Evaluations: Gather feedback on KEDC Grants session content, delivery, and relevance.
* Two-way Communication with Teacher Leaders: Establish channels for teacher leaders to provide input on KEDC Grants needs and preferences.
* Anonymous Feedback Forms: Collect candid feedback on KEDC Grants communication effectiveness and project processes.
* Regular Feedback Sessions: Allocate time in meetings to discuss KEDC Grants team feedback and enhance communication strategies.
* One-on-One Meetings: Offer private sessions for team members to share concerns or suggestions confidentially.

The KEDC Grants team successfully implements these communication strategies to foster collaboration, transparency, and success in their daily work, while effectively showcasing achievements and engaging stakeholders through social media platforms.