

Communication Plan

The Communications Plan facilitates effective and efficient dissemination of information to the research team members and major stakeholders in the research project. It describes (a) the content/topic of the communications, (b) responsible team member for preparing and sharing the information, (c) frequency of distribution, (d) recipient of the information, and (e) the method for dissemination.

COMMUNICATION PLAN TEMPLATE

COMMUNICATION PLAN: **Identify a genetic marker and develop and assay for disease X**

Content/Topic	Responsible Team Member	Frequency	Recipient	Method
Kickoff meeting	Dr. D	Project milestone-based	Team	Face to face; Phone (virtual team); Email follow-up
Project team meetings	David, Marie, Daniel, Jay, Anna	Monthly and Project milestone-based		
Progress reports	David, Marie, Daniel, Jay, Anna	Monthly and Project milestone-based	Team	Email
Sponsor reports	Dr. D, Lillian, Chase	Project milestone-based	Stakeholders	Face to face; Phone (virtual team); Email follow-up

Phase I Goal: Discover/establish association between biomarker and disease X (Year 1-2)

(a) Content/Topic	(b) Responsible Team Member	(c) Frequency	(d) Recipient	(e) Method
<i>What is the content (project progress reports, analysis, results, escalation of barriers and problems, budget status, meetings, meeting minutes)</i>	<i>Who is responsible for preparing and sharing the information</i>	<i>(time based , e.g. daily, monthly; or project milestone-based)</i>	<i>Who needs to receive the information</i>	<i>How is the information communicated (fax, phone, email, internet, paper, instant message, face to face)</i>
Initial project meetings: Explicit language for achieving overview goal #1: Link between biomarker and disease X	Dr. D will communicate (+Lillian, Chase, David, Marie will decide)	Project milestone-based	Team	Face to face; Phone (virtual team); Email follow-up
Meeting Minutes (overview goal #1)	Daniel	Project milestone-based	Team	Email follow-up
Project Progress Reports/Meetings (overview goal #1 – goal aligned with experiment goal)	Lillian (+/- Chase)	Project milestone-based	Team	Phone (virtual team); Email follow-up
Meeting Minutes (overview goal #1)	Daniel	Project milestone-based	Team	Email follow-up
Analysis, Results (Cell Culture)	David	Weekly updates	Team	Email
Analysis, Results (Genome wide association studies)	Marie	Weekly updates	Team	Email
Analysis, Results (candidate gene approaches)	Marie, Daniel	Weekly updates	Team	Email
Analysis, Results (mouse studies)	Jay, Anna	Weekly updates	Team	Email
Project Progress Reports (Cell Culture; Genome wide association studies; candidate gene approaches; mouse studies)	David, Marie, Daniel, Jay, Anna	Project milestone-based	Team	Face to face; Phone (virtual team); Email follow-up
Meeting Minutes (overview goal #1)	Daniel	Project milestone-based	Team	Email follow-up

Phase II Goal: Develop Assay based on identified biomarker (Year 2)

(a) Content/Topic	(b) Responsible Team Member	(c) Frequency	(d) Recipient	(e) Method
<i>What is the content (project progress reports, analysis, results, escalation of barriers and problems, budget status, meetings, meeting minutes)</i>	<i>Who is responsible for preparing and sharing the information</i>	<i>(time based , e.g. daily, monthly; or project milestone-based)</i>	<i>Who needs to receive the information</i>	<i>How is the information communicated (fax, phone, email, internet, paper, instant message, face to face)</i>
Initial project meetings: Explicit language for achieving overview goal #2: Assay based on biomarker	Dr. D will communicate (+Lillian, Chase, David, Marie will decide)	Project milestone-based	Team	Face to face; Phone (virtual team); Email follow-up
Meeting Minutes (overview goal #2)	Daniel	Project milestone-based	Team	Email follow-up
Project Progress Reports/Meetings (overview goal #2 – goal aligned with experiment goal)	Lillian (+/- Chase)	Project milestone-based	Team	Phone (virtual team); Email follow-up
Meeting Minutes (overview goal #2)	Daniel	Monthly updates	Team	Email follow-up
Analysis, Results (Selection of variant)	David	Project milestone-based	Team	Email
Meeting (technology or platform for genotyping)	Marie	Project milestone-based	Team	Email
Meeting (sample handling conditions)	David, Daniel	Project milestone-based	Team	Email
Escalation of barriers/problems (sample handling conditions)	David	Project milestone-based	Team	Phone
Project Progress Reports/Meeting (patient recruitment status updates)	Jay, Anna	Weekly updates	Team	Email
Escalation of barriers/problems (patient recruitment)	Jay	Project milestone-based	Team	Phone
Project Progress Reports (Selection of variant; technology or platform for genotyping)	David, Marie, Daniel, Jay, Anna	Project milestone-based	Team	Face to face; Phone (virtual team); Email follow-up
Meeting Minutes (overview goal #2)	Daniel	Project milestone-based	Team	Email follow-up

Phase III Goal: Test performance of defined assay in targeted population (Year 3-5)

(a) Content/Topic	(b) Responsible Team Member	(c) Frequency	(d) Recipient	(e) Method
<i>What is the content (project progress reports, analysis, results, escalation of barriers and problems, budget status, meetings, meeting minutes)</i>	<i>Who is responsible for preparing and sharing the information</i>	<i>(time based , e.g. daily, monthly; or project milestone-based)</i>	<i>Who needs to receive the information</i>	<i>How is the information communicated (fax, phone, email, internet, paper, instant message, face to face)</i>
Initial project meetings: Explicit language for achieving overview goal #3: Test Assay in target population	Dr. D will communicate (+Lillian, Chase, David, Marie will decide)	Project milestone-based	Team	Face to face; Phone (virtual team); Email follow-up
Meeting Minutes (overview goal #3)	Daniel	Monthly updates	Team	Email follow-up
Project Progress Reports/Meetings (overview goal #3 – goal aligned with experiment goal)	Lillian (+/- Chase)	Project milestone-based	Team	Phone (virtual team); Email follow-up
Meeting Minutes (overview goal #3)	Daniel	Project milestone-based	Team	Email follow-up
Analysis, Results (Refine Assay based on test performance)	David, Chase	Project milestone-based	Team	Email
Analysis, Results (Determine effects)	Chase, David, Daniel	Monthly updates	Team	Email
Analysis, Results (Compare to existing tests)	Chase, David, Daniel	Monthly updates	Team	Email
Escalation of barriers/problems (Effects and Comparison to tests)	Chase, Daniel	Project milestone-based	Team	Phone
Project Progress Reports/Meeting (Determine effects and Compare to existing tests)	Chase, Daniel	Monthly updates	Team	Email
Meeting Minutes (overview goal #3)	Daniel	Project milestone-based	Team	Email follow-up
Wrap-up project meeting	Dr. D	Project milestone-based	Team	Face to face; Phone (virtual team); Email follow-up