

Focus of Communications & Audience	January 2009	February 2009	March 2009	April 2009	May 2009	June 2009	July 2009	August 2009	September 2009	October 2009	November 2009	December 2009	Tools
All CoP Members				CoP Invite	CoP Session HSB 166 9:00 – 12 noon 	CoP Invite	CoP Session HSB 137A 9:00 – 12 noon 	CoP Invite	CoP Session HSB 166 9:00 – 12 noon 	CoP Invite	CoP Session Pkwy Carousel 9:00 – 12 noon 	CoP Thank You Message	Brochure/Newsletter Meeting Electronic Information
Project Managers (PM)					Meeting Invite Message	PCoE & PM meeting							Presentation Workshop
Business Transition Managers (BTMs)							Meeting Invite Message	PCoE & BTM meeting					<b>Media Format/Vehicle</b> PCoE Website PCoE Wiki Email Presentation Material
Executives				Invite meeting Confirmation Status Message	Results Message		Results Message		Results Message		Results Message	Summary/ Results Meeting	<b>Meetings</b>
Business Managers									Meeting Invite Message	PCoE & BIZ meeting			<b>2009 CoP Sessions</b> <ul style="list-style-type: none"> <li>• May 12: 9:00 – 12 noon HSB 166</li> <li>• July 22: 9:00 – 12 noon HSB 137A</li> <li>• Sept 30: 9:00 – 12 noon HSB 166</li> <li>• Nov 18: 9:00 – 12 noon Pkwy Carousel Rm</li> </ul>
PCoE				PCoE Prep Mtg	PCoE Prep Mtg Email Reminder Message	PCoE Prep Mtg	PCoE Prep Mtg Email Reminder Message	PCoE Prep Mtg	PCoE Prep Mtg Email Reminder Message	PCoE Prep Mtg	PCoE Prep Mtg Email Reminder Message	PCoE Prep Mtg Email Reminder Message	Create and Distribute Brochure