

Project: Project Name (eB #)

- Make sure all key stakeholders listed in B4 are contacted to determine project impact
- Identify Cornell contacts (CUPD, Access Control Unit, Transportation, Grounds, etc) for construction coordination
- Identify any construction phase AHJ points of contact for permits, site review, etc
- Add selected contractor and key subs contact info to the project team contact list
- Verify that contact information is current and is the preferred contact method
- Add construction narrative to the Project Communication Plan (PCP) including service shutdowns, closures, etc
- Select your method(s) of communicating impacts/progress to stake holders
- Share your updated PCP with your supervisor for their review
- Large scale/Impactful projects should use Constant Contact for regular updates
- Consider holding a town hall style stake holder meeting prior to construction
- Follow the Communication Plan
- Document feedback on your Communication Plan for future process improvement