

Project: Project Name (eB #)

- Interview initial project contact(s) to determine key stakeholders
- Gather additional stakeholder information from key stakeholders
- Confirm that contact information is current and is the preferred method(s)
- Include Cornell partners such as Cornell University Police (CUPD), CUPD Access Control Unit, Grounds, Transportation, Shops, and Authority Having Jurisdictions (AHJs)
- Populate [PCP \(Project Communication Plan\) Template](#) with key information and reference the [PCP Sample](#)
- Write a project narrative based on project scope, sequencing, impacts
- Distribute the PCP to your project team and key stakeholders
- Execute communications as per the plan
- Review, update, and redistribute the PCP at each phase of the project
- Track feedback on your communication plan for process improvement