Communication planning template

1.0

4.0 OBJECTIVES

Describe the attitude, opinion or behavior you want to change. Make your objectives SMART — specific, measurable, achievable, realistic and timely. Objectives create a basis for later evaluation.

• **Example objective**: Within six months, 65 percent of UAF students living on campus will have purchased a new meal plan.

5.0 STRATEGIES

Describe how you will approach the challenge of reaching your objectives. You can have multiple strategies for each objective.

• **Example strategy:** Develop promotional materials featuring the new dining options for students.

6.0 TACTICS

Describe the specific activities and tools you will use to achieve your measurable objectives. You can have multiple tactics for each strategy.

• Example tactics:

11.0 EVALUATION

When you have executed the plan, copy and paste your stated objectives, and describe whether you achieved them. Why? What lessons did you learn?