

CONSTRUCTION PROJECT COMMUNICATION MATRIX

Approved for implementation October 3, 2005

	Major Projects	Multi-Location Projects (Utility \$ Telecomm, Roads, Parking)	Exterior Building or Site (One Location)	Parking (One Location)	Building Interior (One Location)	Building Interior (Small)
Develop Communications Plan with University Relations; 5 months before construction.	●		◦		◦	
Post Road Closure Notice; 8 weeks in advance.			●			
Email Building Contacts and Administrative Heads; 8 weeks in advance.	◦		●			
Email Building Contacts and Administrative Heads; 4 weeks in advance.					●	●
Email and Post Signs (Including parking options); 4 weeks in advance.	◦			●		
Contact units with activities affected by road or parking closures at beginning of design.	◦		●		●	
Publicize Detour Routes.	◦		●			
Notice to Deans, Directors and Chairs.	●		◦			
Email follow-up; 2 weeks ahead.	◦		●			
Email follow-up and post signs; 1 week in advance.					●	
Town Hall Meeting to present projects.	●					
Informational Meeting with affected units.	●		●		●	●
Interpretive Signs about projects installed on site (after public meeting)	●					
Public Project Progress Meeting; every 4 - 6 months.	●					

Key

- Necessary Action
- Possible Action