

Project: Project Name (eB #)

- ☐ Identify all Stake holders impacted, including building coordinators, programs, etc
- ☐ Identify Cornell contacts (CUP, 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