

Project Communications Checklist

Planning Event	Date	Complete
Create Club/Member Project Information/Summary Memo	___/___/___	<input type="checkbox"/>
Create Project Notice Posters	___/___/___	<input type="checkbox"/>
Create Vendor/Supplier Contact Info Sheets	___/___/___	<input type="checkbox"/>
Organize Contact Conversation Methods	___/___/___	<input type="checkbox"/>
Develop Internal Team Correspondence Methods	___/___/___	<input type="checkbox"/>
Develop Team Meeting Action Logs	___/___/___	<input type="checkbox"/>
Organize Change Management Policies	___/___/___	<input type="checkbox"/>
Build Simplified Construction Schedule for Club/Members	___/___/___	<input type="checkbox"/>
Refine/Update Notices Throughout Project	___/___/___	<input type="checkbox"/>
Develop Golfer Notification Process	___/___/___	<input type="checkbox"/>
Create Score Card Inserts – Project Updates and Traffic Rules	___/___/___	<input type="checkbox"/>
Develop & Post/Distribute Team Meeting Schedule	___/___/___	<input type="checkbox"/>
Revise Meeting Schedule (as needed)	___/___/___	<input type="checkbox"/>