CHARTER Project Communications Plan

Message	Audience	Communications method	Date completed
September 2008			
• Raise awareness of the project and its objectives • Alert that funding is secured	• Academic Services teams	• FYI newsletter • Announcement at divisional meeting	Complete
November 2008			
• Publicise the launch of the Project website and Blog	• All stakeholders	• Project News • E-mail to CHARTER team and Board	Complete
Monthly throughout the Project			
• Ensure awareness is maintained regarding the progress of the project	• Project Team • Interested stakeholders • Staff within the Bill Douglas Centre	• Reports at staff meetings	Ongoing
Summer 2009			
▪ Raise awareness and share best practice of the project ▪ Encourage use of the resource	• Attendees at CILIP SW University College and Research Group Conference	• 12 June - Presentation at CILIP SW University College and Research Group Conference by Jess Gardner & Ahmed Abu-Zayed • 1 July - Presentation at JISC Digital Content Conference by Jess Gardner • Sept – Representation of project at Digital Resources for the Humanities Conference, Belfast by Jess Gardner	
▪ Raise awareness and share best practice of the project ▪ Encourage use of the resource	• Members of SCONUL (Society for College and National University Libraries)	• SCONUL Newsletter • Focus Groups of academic staff and Students on functions and use of the resource	
▪ Raise awareness and share best practice of the project • Encourage use of the resource	• Devon Museums Group • SW Society of Archivists	• Workshop run on heritage collections and digitization	To be held post-project as one of the events to launch Exeter's research library (agreed with JISC)
▪ Raise awareness and encourage use of the resource	• Integrate the resource to ENCORE (one-stop shop search facility)	• Publicise on library website	
▪ Promote the digital collections and	• Create digital	• Host the digital showcase on the	

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encourage use of the resource	showcase for the project's digitized content	websites for the project and the Bill Douglas Centre • Publicise the showcase at conferences / events • Run the showcase on a loop in the proposed new exhibition area in the new research library	
▪ Encourage use of the resource	• Create and launch e-learning module	• Deposit e-learning module on JORUM • Post-project - Integrate e-learning module to curriculum	
As requested by JISC			
• Mid project Progress Report on the project	• JISC	• March - Progress reports to JISC contact	Complete
• Progress updates and information sharing	• JISC	• Monthly - Meetings / Attendance by JISC at Board meeting in February	Ongoing
September 2009			
• Raise awareness of value for research and teaching	• Academics • Students • Exeter University Staff	• Subject E-Mails lists via academic participants on CHARTER • Presentation to staff and students at School meetings, with academic support consultants • E-mail and Expose article • FYI & News in Brief Newsletters	