

# Communication & Monitoring Plan

Design a communication & monitoring plan (for at least the next 6 months) to share and inform your CoS so that they are able to provide support and input to your plan/goals.

Key Competition Events	Months	What?	When?	How?	Who?	Actions/Process	Completed?
Please enter key dates on your competition calendar.			Can we confirm days, times?	Will it be formal or informal? What is the comms channel?	Who will be involved?	What needs to happen? Who is going to lead?	
	January 20	RMG Complete Campaign Review RMG Plan Review Monthly Review Other:		Formal? Informal?  In person Video/phone call Whatsapp Email Other:	Inner CoS Wider CoS Specific person/ people:		Completed Deferred to:  Not completed Comments:
	February 20	RMG Complete Campaign Review RMG Plan Review Monthly Review Other:		Formal? Informal?  In person Video/phone call Whatsapp Email Other:	Inner CoS Wider CoS Specific person/ people:		Completed Deferred to:  Not completed Comments:
	March 20	RMG Complete Campaign Review RMG Plan Review Monthly Review Other:		Formal? Informal?  In person Video/phone call Whatsapp Email Other:	Inner CoS Wider CoS Specific person/ people:		Completed Deferred to:  Not completed Comments:

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	April 20	RMG Complete Campaign Review RMG Plan Review Monthly Review Other:		Formal? Informal?  In person Video/phone call Whatsapp Email Other:	Inner CoS Wider CoS Specific person/ people:		Completed Deferred to:  Not completed Comments:
	May 20	RMG Complete Campaign Review RMG Plan Review Monthly Review Other:		Formal? Informal?  In person Video/phone call Whatsapp Email Other:	Inner CoS Wider CoS Specific person/ people:		Completed Deferred to:  Not completed Comments:
	June 20	RMG Complete Campaign Review RMG Plan Review Monthly Review Other:		Formal? Informal?  In person Video/phone call Whatsapp Email Other:	Inner CoS Wider CoS Specific person/ people:		Completed Deferred to:  Not completed Comments:

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	July 20	RMG Complete Campaign Review RMG Plan Review Monthly Review Other:		Formal? Informal?  In person Video/phone call Whatsapp Email Other:	Inner CoS Wider CoS Specific person/ people:		Completed Deferred to:  Not completed Comments:
	August 20	RMG Complete Campaign Review RMG Plan Review Monthly Review Other:		Formal? Informal?  In person Video/phone call Whatsapp Email Other:	Inner CoS Wider CoS Specific person/ people:		Completed Deferred to:  Not completed Comments:
	September 20	RMG Complete Campaign Review RMG Plan Review Monthly Review Other:		Formal? Informal?  In person Video/phone call Whatsapp Email Other:	Inner CoS Wider CoS Specific person/ people:		Completed Deferred to:  Not completed Comments:

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	October 20	RMG Complete Campaign Review RMG Plan Review Monthly Review Other:		Formal? Informal?  In person Video/phone call Whatsapp Email Other:	Inner CoS Wider CoS Specific person/ people:		Completed Deferred to:  Not completed Comments:
	November 20	RMG Complete Campaign Review RMG Plan Review Monthly Review Other:		Formal? Informal?  In person Video/phone call Whatsapp Email Other:	Inner CoS Wider CoS Specific person/ people:		Completed Deferred to:  Not completed Comments:
	December 20	RMG Complete Campaign Review RMG Plan Review Monthly Review Other:		Formal? Informal?  In person Video/phone call Whatsapp Email Other:	Inner CoS Wider CoS Specific person/ people:		Completed Deferred to:  Not completed Comments:

