**Communications Plan**

**[Name of project/engagement here and year]**

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## **Overview of Key Details**

* **Campaign/Activity:** [e.g. Breast Screening Survey 2019]
* **Description:** [Add in brief background, context]
* **Key dates:** 
  + [e.g. Report writing, finalising report layout and content, report launch date, promotion dates of report, etc.]

## 

## **Objectives**

What are your communication objectives? What are you aiming to achieve? E.g. report back to participants, promote report findings, etc.

|  |  |
| --- | --- |
| **Phase** | **Objectives** |
| Planning | * List objectives here |
| During engagement | * List objectives here |
| Post-engagement/report sharing | * List objectives here |

## **Target Audience, Frequency & Activities**

Who are you aiming to reach out to at each phase of the project? Why will you communicate with them, what you will say, how you will say it and when? Be specific. E.g. CCGs, other NHS organisations, local Healthwatch, specific VCSEs and online repositories, such as the Patient Experience Library and your own website. The table below captures high level plans but for more details on the how, use the sections below “Details of Communications Activities” and “Measuring Success.”

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Phase** | **Target audiences – who we need to communicate with** | **Why we need to communicate with them** | **What the messages are** | **When we will communicate with them** | **How we will communicate with them** |
| Planning |  |  |  |  |  |
| During engagement |  |  |  |  |  |
| Post-engagement/report sharing |  |  |  |  |  |

## **Details of Communication Activities**

### Email

* List here or remove this section if not appropriate

### Print

* List here or remove this section if not appropriate

### Social Media

* List here or remove this section if not appropriate

### Website

* List here or remove this section if not appropriate

### Media/PR

* List here or remove this section if not appropriate

Are there other types of communications you will be using? Add them here.

## **Measuring Success**

The success of the communications plan will be measured against the overall objectives set for the communications plan and against individual objectives set for each platform (e.g. print, social media, etc.) Evaluating the communications plan will take place [date here].

### Objectives Per Platform

| Platform | Objectives and Rationale  What are your targets and the reasons behind this that support your communications plan’s objectives? | Results |
| --- | --- | --- |
| Email | * List here. Example: “At least 50% of recipients from launch email click on the report link” | * List evaluation results here |
| Print | * List here, e.g. objective for your press release (picked up by a 1-2 local newspapers to help increase awareness of survey so people can participate if they want to, to help boost response rate, etc.) | * As above |
| Social Media: Twitter | * List here, examples below - * Impressions target: 500 * Engagement target: 5 * Engagement rate: 1% | * As above |
| Social Media: Facebook | * List here, e.g. increase traffic to WV website, obtain average of 30 likes on posts | * As above |
| Website | * List here, e.g. 10 downloads of a new report | * As above |

### Learnings & Recommendations

Write down reflections, lessons learned, recommendations, etc. moving forward for comms, particularly to promote annual/impact reports.

# **Appendix**

Add in any supporting documents or information here if applicable.