Project Communications Checklist

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