

## Communication Log

Preparing Tomorrow's Technology Professionals Proposal

Start Date 8/1/15 End Date 3/9/17

<i>Date</i>	<i>Person Contacted</i>	<i>Type of Communication (telephone, written, email, or in person)</i>	<i>Nature of Communication (reason for communication, outcome of communication)</i>	<i>Next Contact Date/Type</i>
8/1/15	Stakeholders	In person	Kickoff meeting to discuss project particulars	September 2015, Email
8/2/15	Instructional Designer	In person	Discuss Needs analysis	9/1/15, In person
8/3/15	Web Designer/Faculty	In Person	Discuss Enrollment/Course Scheduling Module	9/3/15, In person
8/4/15	Functional Mangers	In Person	Discuss Human Resource Allocation	8/11/15, Conference Call
8/5/15	Project Team	In Person	Discuss Task assignments	8/12/15, In person
8/11/15	Functional Mangers	Conference Call	Discuss Human Resource Allocation	8/18/15, Conference Call
8/12/15	Project Team	In Person	Discuss Task assignments	8/19/15, In person
8/18/15	Functional Mangers	Conference Call	Discuss Human Resource Allocation	8/25/15, Conference Call
8/19/15	Project Team	In Person	Discuss Task assignments	8/26/15, In person
8/25/15	Functional Mangers	Conference Call	Discuss Human Resource Allocation	9/1/15, Conference Call
8/26/15	Project Team	In Person	Discuss Task assignments	9/2/15, In person
9/1/15	Stakeholders	Email	Status Report	October 2015, Email
9/1/15	Functional Mangers	Conference Call	Discuss Human Resource Allocation	9/8/15, Conference Call
9/2/15	Project Team	In Person	Discuss Task assignments	9/9/15, In person
9/2/15	Instructional Designer	In person	Discuss Audience analysis	10/2/15, In person
9/3/15	Web Designer	In Person	Discuss Data Management Module	10/5/15, In person
9/8/15	Functional Mangers	Conference Call	Discuss Human Resource Allocation	9/15/15, Conference Call
9/9/15	Project Team	In Person	Discuss Task assignments	9/16/15, In person
9/15/15	Functional Mangers	Conference Call	Discuss Human Resource Allocation	9/22/15, Conference Call

<i>Date</i>	<i>Person Contacted</i>	<i>Type of Communication (telephone, written, email, or in person)</i>	<i>Nature of Communication (reason for communication, outcome of communication)</i>	<i>Next Contact Date/Type</i>
9/16/15	Project Team	In Person	Discuss Task assignments	9/23/15, In person
9/22/15	Functional Mangers	Conference Call	Discuss Human Resource Allocation	9/29/15, Conference Call
9/23/15	Project Team	In Person	Discuss Task assignments	9/30/15, In person
9/29/15	Functional Mangers	Conference Call	Discuss Human Resource Allocation	10/6/15, Conference Call
9/30/15	Project Team	In Person	Discuss Task assignments	10/7/15, In person
10/1/15	Stakeholders	Email	Status Report	November 2015, Email
10/1/15	Functional Mangers	Conference Call	Discuss Human Resource Allocation	10/8/15, Conference Call
10/2/15	Project Team	In Person	Discuss Task assignments	10/9/15, In person
10/3/15	Instructional Designer	In person	Discuss Topic analysis	11/3/15, In person
10/5/15	Web Designer	In Person	Discuss Data Management Module	11/5/15, In person
10/8/15	Functional Mangers	Conference Call	Discuss Human Resource Allocation	10/15/15, Conference Call
10/9/15	Project Team	In Person	Discuss Task assignments	10/16/15, In person
10/15/15	Functional Mangers	Conference Call	Discuss Human Resource Allocation	10/22/15, Conference Call
10/16/15	Project Team	In Person	Discuss Task assignments	10/23/15, In person
10/22/15	Functional Mangers	Conference Call	Discuss Human Resource Allocation	10/29/15, Conference Call
10/23/15	Project Team	In Person	Discuss Task assignments	10/30/15, In person
10/29/15	Functional Mangers	Conference Call	Discuss Human Resource Allocation	11/5/15, Conference Call
10/30/15	Project Team	In Person	Discuss Task assignments	11/6/15, In person
11/1/15	Stakeholders	In person	Quarterly Meeting	December 2015, Email
11/1/15	Functional Mangers	Conference Call	Discuss Human Resource Allocation	11/8/15, Conference Call
11/2/15	Project Team	In Person	Discuss Task assignments	11/9/15, In person
11/3/15	Instructional Designer	In person	Discuss Learning Objectives, Sequencing, Strategies	12/3/15, In person
11/5/15	Web Designer	In Person	Discuss All Assignments	12/4/15, In person
11/9/15	Functional Mangers	Conference Call	Discuss Human Resource Allocation	11/16/15, Conference Call
11/9/15	Project Team	In Person	Discuss Task assignments	11/16/15, In person

<i>Date</i>	<i>Person Contacted</i>	<i>Type of Communication (telephone, written, email, or in person)</i>	<i>Nature of Communication (reason for communication, outcome of communication)</i>	<i>Next Contact Date/Type</i>
11/16/15	Functional Mangers	Conference Call	Discuss Human Resource Allocation	11/23/15, Conference Call
11/17/15	Project Team	In Person	Discuss Task assignments	11/24/15, In person
11/23/15	Functional Mangers	Conference Call	Discuss Human Resource Allocation	11/30/15, Conference Call
11/24/15	Project Team	In Person	Discuss Task assignments	12/1/15, In person
11/30/15	Functional Mangers	Conference Call	Discuss Human Resource Allocation	12/7/15, Conference Call
12/1/15	Stakeholders	Email	Status Report	January 2016, Email
12/2/15	Project Team	In Person	Discuss Task assignments	12/8/15, In person
12/3/15	Instructional Designer	In person	Discuss Development	1/16, In person
12/3/15	Functional Mangers	In Person	Discuss Human Resource Allocation <b>Year end</b>	12/3/15, Conference Call
12/4/15	Web Designer	In Person	Discuss All Assignments	1/16, In person
12/9/15	Project Team	In Person	Discuss Task assignments	12/16/15, In person
12/10/15	Functional Mangers	Conference Call	Discuss Human Resource Allocation	12/17/15, Conference Call
12/16/15	Project Team	In Person	Discuss Task assignments	12/23/15, In person
12/17/15	Functional Mangers	Conference Call	Discuss Human Resource Allocation	12/23/15, Conference Call
12/23/15	Project Team	In Person	Discuss Task assignments	1/16, In person
12/23/15	Functional Mangers	Conference Call	Discuss Human Resource Allocation	1/16, Conference Call
1/16	Stakeholders	In person	Recap meeting check milestones	February 2016, Email