

Completed

ACTION PLAN

Focus Area: **Collaboration**

Project Name: **Coordinate How Information is Shared Among Units Within KSRE and the CoA***

Creation/Revision Date: **Aug-11**

Project Start Time: _____ Anticipated Completion: _____

Team members: **Unit leaders, IET programming staff, Publications staff, Marketing staff**

Task/Activity	Who's Responsible?	Resources needed	Dependencies	Who needs to know?	Deadlines		Status
					Start	Finish	
Establish a system for collecting information from internal and external units (upcoming events, photo ops, new programs and research)	Unit leaders, IET programming staff	Time, funding	Access to information being collected	College administrators, department staff	Apr-09	Dec-09	Completed
Share collected information among internal units, College of Ag, and KSRE	Elaine Edwards, Pat Melgares, Kris Boone	Tools, software, time	System for collecting information	Administrators, unit leaders	Jul-09	Ongoing	Completed
Determine what topics are produced in what format -- news, feature, video, photo story, radio, etc.	Elaine Edwards, Gloria Holcombe, Nancy Zimmerli-Cates	Staff, good stories, tools, technology, funding, travel	Tools and methods used to distribute information (newsletters, Web site, publications, exhibits, media outlets)	Administrators, unit leaders, department head	Apr-09	Ongoing	Completed
*Accomplished via the presidential updates							