Communication Planning Worksheet[1]

Who is the audience?	What information should be shared with them?	How will this information be shared? (What format will be used?)	When will this information be shared?	Where will this information be shared?

[1] Adapted from the University of Wisconsin-Extension, Cooperative Extension, Program Development and Evaluation. (2008). *Building capacity in evaluating outcomes (Unit 7 Handout 9)*. http://www.uwex.edu/ces/pdande/evaluation/bceo/pdf/bceoresource.pdf