



SURFACE WATER QUALITY STEWARDSHIP TOOLBOX

Tracking Communication - Frequency and Results (for individual groups)

An important part of a communication plan includes tracking the frequency of communications and the results of the latest communication. The below example tracking table would include communications from one group to its partners and is an easy way to see the overall communications occurring for the group.

Partner Affiliation	Main Group Contact		Frequency & Schedule of communications	Objective of Last Communication	Summary of Results of Last Communication
	Name	Phone/Email			