

Communications Planning Calendar

Planned activities including regular communications & special projects:

- Blog post, communications summary (monthly)
- Newsletter (bi-weekly)
- Community activity summary (monthly)
- Foundation Goal Tracking Update (monthly) <http://confluence.sakaiproject.org/display/STAFF/January+2010+SF+Activities>
- Executive Brief (quarterly, Apr/Sep/Dec)
- Q1 Executive Brief Webinar (Jan. 21, 2010)

Schedule

Daily

- Ask Sakai (turn answers into FAQ?)
 - 42 inquiries from 12/1/09 to 1/7/10

Weekly

- Web site news & announcement updates
- Wiki gardening

Bi-weekly

- Newsletter
- Community activity update

Quarterly

- Executive Brief (except Q2)

Yearly

- June: Annual Conference
- January: Foundation Membership Webinar

Special Projects

- [New release documentation punchlist](#)
- Conference tracking list/reminders
- Membership satisfaction survey (results presented at 2010 Conference)
- Usage statistics
- Community profiles/Case studies
- New adopter welcome kit
- Announcements list and website news linkage
- Sakai 3 updates (January?)
- Video interview completion

Sakai Marcom Calendar (times are USA Pacific Time)

File

Modified 

No files shared here yet.

- [2010-02-03 Short Term Communications Projects To Do List](#)

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Invalid Google Calendar URL:

 Unknown macro: 'html'

<https://www.google.com/calendar/render?tab=mc&eid=NWpzYzNwMDVhZXJ0dml2cm1jNWRiczhnNmNfMjAxMDAxMTQgNTZ2YnNkajNsdnJwb3Y4YzV0b2I0OTJvYnNAZws>