

Process Name: <b>Communications Team</b>				Sub-Process Name: <b>Communication Dissemination of Information</b>			
Sub-Process Source: <b>Communications Team</b>							
Version #: 3				Date: May 2, 2018			
Current (check):		Improved (check):					
Process Drivers (check): 1. Values/Vision/Mission/GPs ( ) 2. District Goals ( ) 3. Logic Model/SCL Workplan ( ) 4. NEASC Standards ( ) 5. Other: X							
Process Links:							
Comments		Process Steps		Process Steps	Time Allotted	Process Steps	Comments
				1. Information to disseminate			Time should be allocated for process to occur effectively.
		Sent to administration for approval	NO	2. Is it approved?	Within 48 Hours		
				YES			
Hold for revision. (when revised return to step 2)	NO	Is it approved?	YES	3. Choose audience			
				4. Choose medium			
		Hold for revision. (when revised, go back to step 3 )	NO	5. Is audience and medium approved by administration?			
				YES			
				6. Send to contact of medium			
				7. Information is disseminated			

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