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| **Systems-Level: All Topics Road Map (brief description – single topic per row)** |
| **Topic & Purpose** | **Audience / Stakeholders (recipients)** | **Message (content)** | **Method(s) or Channel(s)** | **Accountability** | **Initial Delivery Date(s)** | **Frequency (e.g., weekly, monthly)** |
| (responsible to author) | (responsible to review) |
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| **Communication (full description for an individual topic area)Topic:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Purpose (rationale: why is this important?); what is the “value added”?** |  |
| **Audience / Stakeholders (recipients/beneficiaries); is this internal/external?** |  |
| **Message (content): Clarify with specificity** |  |
| **Method(s) or Channel(s): Mechanism(s) for delivery** |  |
| **Accountability (composition): Who will Author?**  |  |
| **Accountability (quality control): Who will review (“or vet”) for content, branding, consistency, etc.?** |  |
| **Timeline: Initial Delivery Date(s) & Duration of Delivery** |  |
| **Timeline: Will this be ongoing? What is the Frequency (e.g., weekly, monthly)? What is the follow-up (if any)?** |  |
| ***Other considerations?*** Options: Stage of Implementation? Facilitators/enablers or barriers/hindrances; Skills/strategies necessary for mutual benefit; Can this be two-way? |  |