This is an example ‘Communication Plan’.

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| **Week** | **Content** | **Medium** |
| **OWeek** | Invitation to online subject orientation. |  |
| Welcome, getting organized, getting help, accessing subject site and orientation to the assessment discussion board where students can post queries about assessment tasks. |  |
| **Week 1** | Class registration reminder – scroll down for specific information and a video demonstration: <https://www.jcu.edu.au/students/enrolment/class-registration-schedule> |  |
| This week’s topic, getting started |  |
|  |  |
| **Week 2** | What should have been achieved last week, this week’s topic, catch up strategies, and reminders… |  |
| Reminder:  |  |
| **Week 3**Information literacy | What should have been achieved last week, this week’s topic, catch up strategies, and reminders… |  |
| Reminder:  |  |
| **Week 4** | What should have been achieved last week, this week’s topic, catch up strategies, and reminders… |  |
| Reminder:  |  |
| **Week 5** Pause week  | What should have been achieved last week, this week’s topic, catch up strategies.  |  |
| Feedback… |  |
| Reminder:  |  |
| Census date alert (#) |  |
| **Week 6**  | What should have been achieved last week, this week’s topic, catch up strategies, and reminders… |  |
| Reminder:  |  |
| Reminder: |  |
| **Week 7**  | What should have been achieved last week, this week’s topic, catch up strategies, and reminders… |  |
| Reminder: |  |
| **Week 8**  | What should have been achieved last week, this week’s topic, catch up strategies, and reminders… |  |
| Reminder: |  |
| **Lecture recess / study vacation** |
| **Week 9**  | Welcome back. Summarise what we covered during the first 8 weeks and what’s upcoming for rest of the semester… |  |
| Reminder: |  |
| **Week 10**  | What should have been achieved last week, this week’s topic, catch up strategies, and reminders… |  |
| Reminder: |  |
| Reminder: |  |
| **Week 11**  | What should have been achieved last week, this week’s topic, catch up strategies, and reminders… |  |
| **Week 12**  | What should have been achieved last week, this week’s topic, catch up strategies, and reminder… |  |
| Exam information, support available, link to Learning Centre/exam preparation strategies, e.g. <https://www.jcu.edu.au/students/learning-centre/exams> |  |
| **Week 13**  | What should have been achieved last week, this week’s topic, catch up strategies, and reminders… |  |
| Overview of exam and expectations  |  |
| Your JCU survey – request participation – link to information: https://www.jcu.edu.au/students/feedback-and-complaints/yourjcu-survey/faqs |  |
| **Week 14** | Congratulations on completion, appreciation of participation, good luck for exam, Your JCU survey – request participation – link to information: https://www.jcu.edu.au/students/feedback-and-complaints/yourjcu-survey/faqs  |  |