

**2017 Virtuoso Awards
Communication Skills Work Plan**

THIS DOCUMENT IS A WORK PLAN TEMPLATE FOR THE COMMUNICATION SKILLS DIVISION.

- This document will help you prepare your answers before you submit
- Make sure to fully explain your work sample(s) and show the evaluators how your work made a contribution to your organization (or client)
- Tell the evaluators a great story
- The document must not exceed 10MB
- Remove this text box

Entrant:	Division/Category:
Organization:	Time period:
Entry title:	Entrant's role:
Your team members (if applicable):	
Project description:	

1. Describe the organization. (100 words)
2. Why was this project undertaken? (100 words)
3. Who was the audience(s) for this project? What do you know about the audience(s)? (100 words)
4. List up to three key measurable objectives for the project. How well did the project meet the objectives? (100 words)
5. List up to three key messages for the project. (100 words)
6. Describe the resources (budget, time, others) available for the project and how effectively they were managed. (100 words)