

**2018 Virtuoso Awards
Work Plan - Communication Management Divisions**

Entrant:	Division/Category:
Organization:	Time period:
Entry title:	Entrant's role:
Your team members (if applicable):	
Project description: <i>Briefly summarize the content in two or three sentences.</i>	

1. THE BUSINESS NEED OR OPPORTUNITY

2. STAKEHOLDER ANALYSIS

3. GOALS AND OBJECTIVES

4. THE SOLUTION OVERVIEW

5. IMPLEMENTATION AND CHALLENGES

6. MEASUREMENT AND EVALUATION

DIRECTIONS

- Provide required information for all 6 sections
- Visit virtuosoawards.com/work-plan/ for tips on the six main sections
- Your work plan must be no more than four (4) 8.5 x11-inch pages for projects submitted in **ALL categories**. Font size should be a minimum of 10 points.
- Make sure to reflect your work sample(s)
- Tell the evaluators a great story
- Delete this text box
- The document must not exceed 10MB when saved. Convert this file to a PDF and save it following this naming convention:
Workplan_Div#Cat#Lastname(ProjectName).pdf
- Submit it online as your work plan.