

# Newsletter | Project Overview

Workstream	Details	Key Parties	Status	Next Steps
Content Planning	<ul style="list-style-type: none"><li>Identify sections (recognition, business deep-dive, leadership spotlights, events).</li></ul>	<ul style="list-style-type: none"><li>Chief of Staff, Communications Team, HR/Employee Experience Team.</li></ul>	Kickoff pending.	<ul style="list-style-type: none"><li>Assign content owners for each section and begin outlining first draft.</li></ul>
Design & Branding	<ul style="list-style-type: none"><li>Create newsletter layout in line with Arctic Wolf's branding.</li></ul>	<ul style="list-style-type: none"><li>Chief of Staff, Design Team.</li></ul>	Initial meeting with Design Team to be scheduled.	<ul style="list-style-type: none"><li>Begin design mockups after content is outlined.</li></ul>
Content Creation	<ul style="list-style-type: none"><li>Draft recognition, leadership profiles, and events sections.</li></ul>	<ul style="list-style-type: none"><li>Communications Team, Department Heads.</li></ul>	Contributors identified, pending content drafts.	<ul style="list-style-type: none"><li>Request initial content drafts from contributors.</li></ul>
Editing & Proofreading	<ul style="list-style-type: none"><li>Review content for clarity and accuracy.</li></ul>	<ul style="list-style-type: none"><li>Communications Team.</li></ul>	Awaiting content drafts.	<ul style="list-style-type: none"><li>Start proofreading once initial drafts are received.</li></ul>
Approval Process	<ul style="list-style-type: none"><li>Secure leadership sign-off on final content.</li></ul>	<ul style="list-style-type: none"><li>Chief of Staff, Leadership Team.</li></ul>	Pending completion of editing.	<ul style="list-style-type: none"><li>Present draft to leadership for approval.</li></ul>
Distribution	<ul style="list-style-type: none"><li>Plan method for distributing the newsletter to 5,000 employees.</li></ul>	<ul style="list-style-type: none"><li>IT Team, Communications Team.</li></ul>	Initial discussions on platform options.	<ul style="list-style-type: none"><li>Finalize distribution platform and schedule.</li></ul>

