

	PROJECT	NOTES	UPDATE	PRIORITY
ERIKA	on boarding - biz cards and intranet	for Breyanna and Rick(?)		
	org chart	update org chart and intranet reporting structure		
	Social Media	Create campaign for I heart Estuaries		
	TOP 3 PSAR projects fact sheets	layout following content from Cathy		
	out tuesday the 21st	mid winter break		
	Small cap PSAR factsheet	layout following content from Cathy		
	Strategic Communication Plan	Draft in review		
	Comprehensive fact sheet review	needed from Jen Benn		
	Comprehensive website content review	work with Jon		
	Intranet Migration	work with IT on this - not going swimmingly on their end. Patience, Miyagi.		
	Social Science Advisory Committee for Leah	work with Jen Burke on a pdf form that merges with excel		
	Intranet content update	mPOD notes, branding and style guide, reminder; dominique's profile, restaurant review, poll, etc.		
	Covering for Jon while he's out	all the things jon does		
	State of the Sound	create 1 rough integrated story for next meeting March 8		
	Save the Date Martha Kongsgaard	send drafts for review		

	PROJECT	NOTES	UPDATE	PRIORITY
CATHY	Blog Post, social media and partner emails showcasing new Report Card website	working with Alex on review drafts this week	Complete	
	Salmon Communications	Calling watershed leads as part of GSRO agreement to bolster LE communications	Have made 2 calls; working on more	2
	Email reminding folks (staff) to use structures we have in place and outlining comms team functions	Could we send out an email about the new structures of all the programs? Along with an org chart?	Draft for review	2
	PSAR Effectiveness fact sheet	For Jeff to use in PSAR packets	Final with Suz for OK	
	Small cap PSAR factsheet	For Jeff to use in PSAR packets; draft graphics with Erika and Jon; draft txt to Jeff and Suzanna for review; draft talking points for legislative meetings to Laura, Jeff, Sheida	Draft with Erika for layout	1
	Legislative update	Weekly (but has fallen by the wayside)		3
	Action Agenda communications plan	Areas of focus, Partner Summit; need to meet with Peter now that an AA schedule and new terminology is settled	Discussed with Peter but need to meet	2
	Coordinated Funding Factsheet	Floodplains by Design, ESRP, PSAR; Draft complete, working on final	Draft complete and distributed; revision in development	1
	TOP 3 Large Cap PSAR projects fact sheets	For Jeff to use in PSAR packets; this will be a 2-pager with 3 brief project summaries. Not started yet (2/27/17)		1
	Randy Kinley photo essay memorial blog	Laura says she has photos. Recommends minimal text, mostly photos showing his life		1
	MPod notes from 2/27 meeting			1
	Edit Tristan's LIO Summit speech for Sheida	Draft complete, edits due to Tristan 2/28		1
	Write speech for Sheida for Martha K's event			1
	Review Text for new Vital Signs web page templates	Write paragraph for overview pages. Due to Nathalie Mon.March 13		2
	Option 4 overview memo to partners	Jen and Peter drafted; waiting on Peter's OK to send out	Final complete? 2/27	1
	ECB meeting news release	Tristan completed draft. Will send out final 2/28/17		1
	Attend LIO Summit, take photos, write blog			2
	Social Media	Create campaign for I heart Estuaries; overarching social media plan needed as well		3
	Strategic Communication Plan	Draft in review		2

	PROJECT	NOTES	UPDATE	PRIORITY
CATHY	Comprehensive fact sheet review	Get list from Jen and any notes she might have		3
	Comprehensive website content review			3
	Baseline statistics on the website	Establishing measurement methodologies		3
	Refresh style guide		Styleguide refreshed; glossary needs work	
	Complete glossary			3
	Eclips	Daily clips, weekly distribution		1
	Risk Management	what's up stream, JLARC, No Discharge Zone	NDZ complete; WUS needs more brainstorming; JLARC letter?	1
	Reporter Requests	Current: Adiel Kaplan, Investigate West	Interview complete; waiting for story	1
	Bill tracking and analysis	Daily		1
	Legislative calendar	Weekly, Wednesday evening		1
	Legislative call in (staff and external)	Develop agenda, help facilitate call		1
	Bill status update	Weekly, Thursday morning		1
	Communication director check in with Gov office	Weekly, Friday afternoon, all comms directors		1
	NEP Story Map	Form up the team, come up with a plan, develop a draft for review	Team determined, working on content	1

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JON	Vital Signs	Creating prototype for review		1
	PSAR fact sheet	Create first draft of the PSAR effectiveness fact sheet		1
	Action Agenda	Planning future work		1
	MPOD poster	Waiting for the notes		3
	Ongoing web updates	Leg session, announcements		2
	Strategic Communication Plan	Collaborating with Cathy, Erika		2
	Comprehensive fact sheet review	Still waiting on list from Jen Benn		3
	Comprehensive website content review	Setting up annual plan, get started!		3
	Baseline statistics on the website	Establishing measurement methodologies		3
	Strategic Plan	Updated per jen benn's request		
	Sick leave	Out next week for minor surgery		
	Salmon web update	Work with stephanie on providing materials for the contractor		2
	Coordinated Factsheet	Update with new text from Cathy		1
	New PSAR factsheet	need more info, sounds like a rush job		1