March 15, 2016

**DB Comprehensive Plan Communications Strategy**

**Assumptions**:

* The Comp Plan will be developed using Microsoft Word or compatible software.
* All members have internet access and email accounts.
* The Comp Plan Committee will adopt a Table of Contents for all the topics to be in the final report.
* Each Comp Plan chapter will be assigned to specific members (a sub-group) and each sub-group will have a single member (Point person) to communicate with the entire committee.

**The Strategy**

1. We develop and formalize the Table of Contents Titles/Chapters along with the contents (topics) of each chapter. Chapters and topics are numbered 1.1, 1.2, and1.4,…. 2.1, 2.2,….. 3.1, 3.2, etc.

2. The committee will be divided into smaller teams (2-4 persons each), each of which will be assigned a particular chapter.

3. One person within each team will be responsible for consolidating the work of the team and submitting it to me via email each week or so. If a team consists of subject-matter-experts then so much the better.

4. File names will be C#MMDD.doc Where # is their Chapter# and MMDD = month and day. The word DRAFT will be on each page 1.

5. Software used is Microsoft Word, NeoOffice or Pages in Word compatibility mode.

6. Documents will be emailed to me when completed in draft form.

7. I will maintain a database of files received, chapters, contents, etc.

8. Weekly/Daily backups will be made to the town server accessible to Ashleigh, me, you, etc.

9. Groups are encouraged to maintain backup copies of their work on thumb drives or similar backup media.

10. Minimal formatting should be applied to each document. No indents and double-spacing between paragraphs is recommended.