

2022

Haystack

Internal Comms Team Updates

[MM/DD/YYYY]: Weekly Announcements

Action Items

[Include action items here for the week HERE]

General Announcements

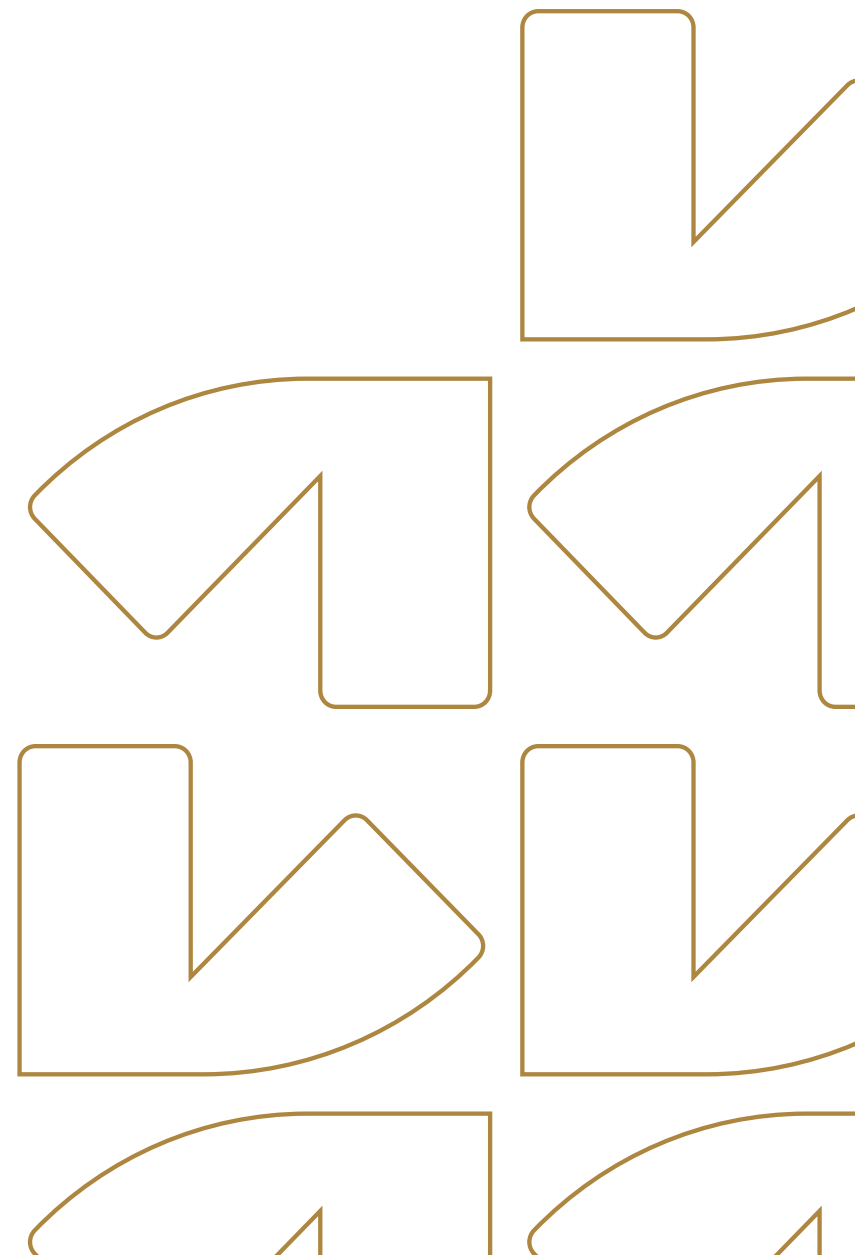
[Include important announcements here such as upcoming events etc HERE]

Knowledge (New Releases & Updated Content)

[Inform content creators/ owners of group about upcoming features happening HERE]

Ongoing Reminders and Resources

[List here and link to any pertinent information to users HERE]



Monthly Recap



Action Items

[Include action items here for the week HERE]



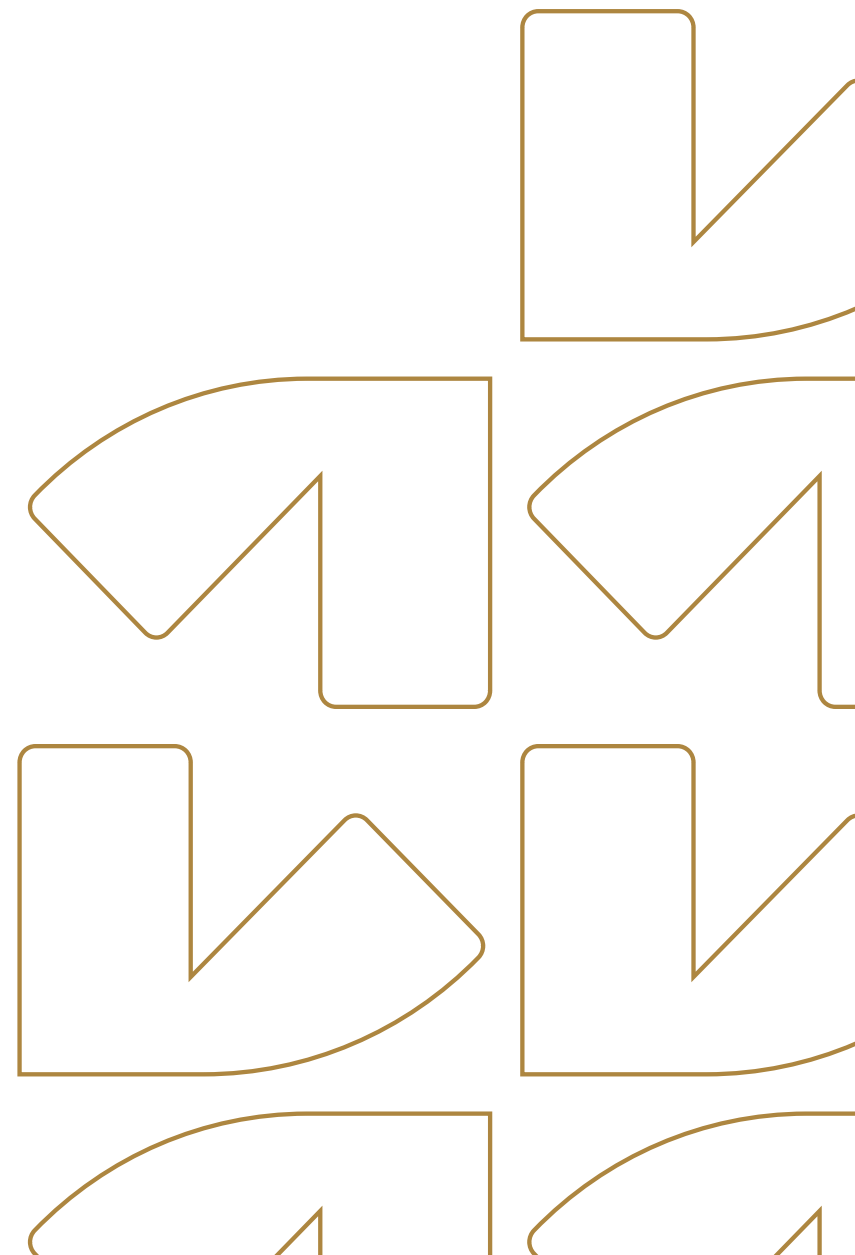
General Need-to-Know

[Include important announcements here such as upcoming events etc HERE]



Ongoing Reminders and Resources

[List here and link to any pertinent information to users HERE]



Goal Grid

Audience	Strategy	Key Message	Channel	Date/Time	Owner
Example: All Company	Answer COVID-19 questions and concerns.	Find important information here.	Haystack	June 31 2022	Internal Comms