What can campus teams do now to help prepare their campuses for ILS migration?

STEP 1: MAP STAKEHOLDERS
- ☐ Who in our campus community could this project impact?
- ☐ Who in our campus community could influence the project's success?
- ☐ What is important to each stakeholder/group? What's at stake for them? What are their motivations or objectives? What are their likely objections or points of resistance?
- ☐ How could this stakeholder/group support the project's success?
- ☐ How could this stakeholder impede the project's success?
- ☐ What level of engagement is right for each stakeholder/group? E.g., keep informed, seek input, obtain approval
- ☐ **ACTION: Capture insights in a [stakeholder matrix](#) or other tool.**

STEP 2: IDENTIFY SPONSORS
- ☐ Who on our campus would need to approve our rollout plans (e.g., timing, communications)?
- ☐ Who on our campus makes decisions about the needed resources (e.g., budget, access to communication channels such as listservs, announcement boards, faculty meetings)?
- ☐ Who on our team will be the POC for each individual sponsor?
- ☐ When and how will each sponsor be onboarded to the project?
- ☐ What information do we need in hand before onboarding each sponsor?
- ☐ **ACTION: Capture insights in a [stakeholder matrix](#) or other tool.**

STEP 3: IDENTIFY CHAMPIONS
- ☐ Who on our campus is a likely champion for this effort? Brainstorm multiple champions from every stakeholder group.
- ☐ Who on our team will be the POC for each individual champion?
- ☐ When and how will each champion be onboarded to the project?
- ☐ What information do we need in hand before onboarding each champion?
- ☐ What is our "ask" of each champion? (Let them know how they can help the cause.)
- ☐ **ACTION: Capture insights in a [stakeholder matrix](#) or other tool.**

STEP 4: CREATE A COMMUNICATIONS PLAN
- ☐ *Who* on campus needs to know *what* by *when*?
- ☐ What established communication channels could we use to reach each stakeholder/group?
- ☐ How often should each stakeholder/group hear from us?
- ☐ What information will they want/need to know?
- ☐ At what level of detail?
- ☐ Who on our team will be responsible for making sure those communications happen?
- ☐ Given their interests and concerns, what points will need to be emphasized in the messaging?
- ☐ What do we want each stakeholder/group to do with the information we share?
- ☐ Where can campus colleagues turn for current, accessible, and sensible information?
- ☐ Who will serve as our campus's single point of contact for general inquiries, input, etc?
- ☐ **ACTION: Capture insights in a [stakeholder matrix](#) or other tool.**
- ☐ **ACTION: Draft preliminary communications plan based on these insights.**