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.