Communication strategy



HAI- Gha

PI: Professor Mercy J. Ne

2016 - 2021



Funded by DANIDA

Communication strategy

Period /Activities

Major events

Timelines

Milestone activities

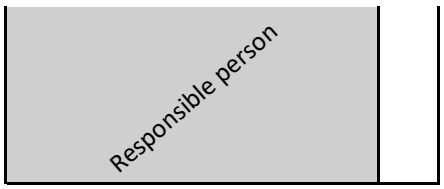
Objectives

Schedules

Communication strategy

Persons involved

Responsible institution


Responsible person

Quarter 1, January - March 2018			
Progress report: PhDs/PostDocs	Project Management meeting	Local Partners meeting	Foreign partners meeting
Tuesday, 20/02/2018	Tuesday, 27/02/2018	Tuesday, 6/03/2018	Tuesday, 13/03/2018 (12:00GMT)
		★	★
Updates on PhD/PostDoc progress	1) Phd/PostDoc progress reports 2) Agenda for local and foreign opartners meeting	1)Project updates 2)future projections	1)Project updates 2)future projections
This report is to be completed electronically and returned to the folder 'progress report' in the HAI-Ghana project Dropbox account	Preparations towards 1st project report to DANIDA	Discussions as per agenda	Discussions as per agenda
Circulate reports to responsible persons for discussion at Project Management Meeting	Circulate minutes to releveant persons	Circulate minutes to all individual partners	Circulate minutes to all individual partners
Dr Japheth Opintan	Dr Japheth Opintan, Prof. Newman, Dr Labi, Dr Enid-Owusu, Dr Obeng-Nkrumah	All local and foreign partners	All local and foreign partners
Medical Microbiology Dept. SBAHS	Medical Microbiology Dept. SBAHS	Medical Microbiology Dept. SBAHS	Medical Microbiology Dept. SBAHS

Dr Japheth Opintan	Dr Japheth Opintan, Prof. Newman, Dr Labi	Dr Japheth Opintan, Prof. Newman, Dr Labi	Dr Japheth Opintan, Prof. Newman, Dr Labi	

Quarter 2, April to June 2018			
Progress report: PhDs/PostDocs	Project Management	Local Partners meeting	Foreign partners meeting
Tuesday, 15/05/2018	Tuesday, 22/05/2018	Friday, 29/05/2018	Tuesday, 12/06/2018 (11:00GMT)
			
Updates on PhD/PostDoc progress	1) Phd/PostDoc progress reports 2) Agenda for local and foreign opartners meeting	1)Project updates 2)future projections	1)Project updates 2)future projections
This report is to be completed electronically and returned to the folder 'progress report' in the HAI-Ghana project Dropbox account		Discussions as per set agenda	Discussions as per set agenda
Circulate reports to responsible persons for discussion at Project Management Meeting	Circulate minutes to releveant persons	Circulate minutes to all individual partners	Circulate minutes to all individual partners
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Quarter 3, July to September 2018			
Progress report: PhDs/PostDocs	Project Management	Local Partners meeting	Foreign partners meeting
Tuesday, 21/08/2017	Tuesday, 28/08/2018	Tuesday, 4/09/2018	Tuesday, 11/09/2018 (12:00GMT)
		★	★
Updates on PhD/PostDoc progress	1) Phd/PostDoc progress reports 2) Agenda for local and foreign opartners meeting	1)Project updates 2)future projections	1)Project updates 2)future projections
This report is to be completed electronically and returned to the folder 'progress report' in the HAI-Ghana project Dropbox account		Discussions as per set agenda	Discussions as per set agenda
Circulate reports to responsible persons for discussion at Project Management Meeting	Circulate minutes to releveant persons	Circulate minutes to all individual partners	Circulate minutes to all individual partners
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Quarter 4, October to December 2018			
Progress report: PhDs/PostDocs	Project Management	Local Partners meeting	Foreign partners meeting
Tuesday, 6/10/2018	Tuesday, 27/11/2018	Tuesday, 04/12/2018	Tuesday, 11/12/2018 (11:00GMT)
		★	★
Updates on PhD/PostDoc progress	1) Discuss Phd/PostDoc reports 2) Agenda dor local and foreign opartners meeting	1)Project updates 2)future projections	1)Project updates 2)future projections
This report is to be completed electronically and returned to the folder 'progress report' in the HAI-Ghana project Dropbox account	Preparations towards end-of-year project report to DANIDA	Discussions as per set agenda	Discussions as per set agenda
Circulate reports to responsible persons for discussion at Project Management Meeting	Circulate minutes to releveant persons	Circulate minutes to all individual partners	Circulate minutes to all individual partners
Dr Japheth Opintan	Dr Japheth Opintan, Prof. Newman, Dr Labi, Dr Enid-Owusu, Dr Obeng-Nkrumah	All local and foreign partners	All local and foreign partners
Medical Microbiology Dept. SBAHS	Medical Microbiology Dept. SBAHS	Medical Microbiology Dept. SBAHS	Medical Microbiology Dept. SBAHS

Dr Japheth Opintan	Dr Japheth Opintan, Prof. Newman, Dr Labi	Dr Japheth Opintan, Prof. Newman, Dr Labi	Dr Japheth Opintan, Prof. Newman, Dr Labi	

Project report to DANIDA
Prepare project report document to DANIDA
Tuseday, 18/12/2018

Project updates as per log framework
summary of PhD and PostDoc milestones as per log framework
Copy of submitted document circulated to individual partners
All local and foreign partners
Medical Microbiology Dept. SBAHS

Dr Japheth Opintan, Prof. Newman, Dr Labi, Dr Enid-Owusu, Dr Obeng-Nkrumah, Dr Bjerrum, Dr Bowan, Dr Fenney, Dr Sunkwa Mills, Mrs Akuffo