

Communication Plan - Project 56

Orchestry and Purview for M365 Data Retention, Role-Based Access, Workspace Management, and Sensitivity Labels

Communication Plan

July 7, 2026

Goal:

To inform the New River learning community of the nature of the project, with details regarding the positive impact and any changes to existing procedures, with periodic updates as project milestones are completed.

Purpose:

This communication plan will ensure we share the most relevant information with the people who need it most, and before we enable features that might cause confusion.

Key Contacts:

- President's Cabinet
- Directors
- Faculty
- Students
- New River Project Team (Gill, Davis, Fincham, and Ayersman)

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Communication Outlets:

1. Portal Announcements
2. President's Cabinet (cabinet@newriver.edu)
3. Brightspace Announcements
4. Help Desk Knowledgebase
5. IT website
6. Direct Email

Timeline:

DATE	EVENT	Audience
May 20, 2026	Orchestra and IT Staff kickoff meeting.	IT Staff
June 2026	Configuration meetings with Orchestra and IT Staff	IT Staff
July 2026	Develop training information in HESK knowledgebase	Project Team
July 10, 2026	Share communications plan, project plan, and updated GLBA procedures	Data Stewards
July 21, 2026	Share project summary with Cabinet.	President's Cabinet
July 28, 2026	Share project summary with all users	All Employees
August 2026	Deliver targeted training through scheduled workshops with online resources	Targeted Employees
October 2026	Identify key information needed for reporting. Share reports routinely with those needing it.	Designated Employees