

**Ecommerce Group
Communications Plan
Last Updated 5 January 2016**

Task Number	Task	Commentary	Start date	End date
1	Draft Communications Plan Sent to CP, UEL		01/10/2015	01/10/2015
2	Executive Committee being asked to confirm specification for uniBuy replacement		02/10/2015	02/10/2015
3	Final Communications Plan agreed by CP, UEL		02/10/2015	16/10/2015
4	Meet with ECG and agreed Terms of Reference and Comms Plan		19/10/2015	30/11/2015
5	Discuss with BravoSolution about their strategy to LUPC Members and terms, with case studies examples.	<p>Offer One: under the LUPC Portal, £750 per full tender licence, £100 per evaluator (and call-off contracts) and collaborative training.</p> <p>Update meeting set for LUPC and Bravo for the 20OCT15.</p> <p>Meet with Bill Bohling, two action points agreed, One DW to forward LUPC Members list and Two BB to provided by 3 November draft strategy to include LUPC Portal and Members own Portal.</p> <p>Bill has provided a Bravo LUPC strategy and marketing document.</p>	05/10/2015	02/11/2015
6	Discuss with Delta about their strategy to LUPC Members and terms, with case studies examples.	<p>Left message on 08/01/16.</p> <p>Sent message to Grant Campbell on 08/01/16.</p>	11/11/2015	05/02/2016
7	Discuss with In-Tend about their strategy to LUPC Members and terms, with case studies examples.	Sent an email to Richard South on 08/01/16.	11/11/2015	05/02/2016
8	Discuss with Parabilis about their strategy to LUPC Members and terms, with case studies examples.	Telephone on 16/12/15.	11/11/2015	05/02/2016
9	Discuss with Science-Warehouse about their strategy to LUPC Members and terms, with case studies examples.	<p>Met on 11/11/15.</p> <p>Sent message on 08/01/16.</p>	11/11/2015	05/02/2016
10	Discuss with Sciquest about their strategy to LUPC Members and terms, with case studies examples.	Sent message via their website on 08/01/16.	11/11/2015	05/02/2016
11	DW to combine strategies from Tasks 5-10 and send to ECG	Only Bravo provided information after I have had discussions with each of the services / system providers.	08/02/2016	12/02/2016

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12	Meet with ECG and discuss the strategies with system providers and Update on ECG Comms Plan	At the current time I am not sure we should meet up, other Bravo provided any information of worth.	15/02/2016	26/02/2016
13	Several presentations from system providers, BravoSolutions, Proactis and Delta	Attendees included UEL, LMU and MOL.	27/06/2016	27/06/2016
14	Several presentations from system providers, BravoSolutions, Proactis and Delta	Attendees included UEL, LMU and MOL.	05/07/2016	05/07/2016
15	Does a member wish to hold a demonstration event for one of the system providers.	If member does hold an event to communicate with LUPC who will help with organising.	26/07/2016	

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Completed Y / N
Y
Y
Y
Y
Y
Y
Y
Y
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y
Y
Y
Y
11/03/2016

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Not required
Y
Y