

**2015 Gold Quill Awards
Communication Skills Division Abbreviated Work Plan**

Entrant:	Division/Category:
Organization:	Time period:
Entry title:	Entrant's role:
Your team members (if applicable):	
Project description:	

THIS DOCUMENT IS A PREVIEW OF THE COMMUNICATION SKILLS DIVISION ENTRY FORM.

DIRECTIONS

- Complete these questions to the best of your knowledge
- Provide the answers in the [online](#) entry form
- Make sure to reflect your work sample(s)
- Tell the evaluators a great story

1. Describe the organization. (600 characters)
2. Why was this project undertaken? (600 characters)
3. Who was the audience(s) for this project? What do you know about the audience(s)? (600 characters)
4. List up to three key measurable objectives for the project. How well did the project meet the objectives? (600 characters)
5. List up to three key messages for the project. (600 characters)
6. Describe the resources (budget, time, others) available for the project and how effectively they were managed. (600 characters)