

Internal Communications Command Centre

Use this workbook to plan, track and report on RSBC internal communications in one place.

How to use this workbook

Step	What to do	Where
1	Plan major initiatives with Executive.	Year-at-a-Glance
2	Add each communication activity once.	Planner
3	Open the Monthly Dashboard to review the current month, metrics and Intranet Update watch list.	Monthly Dashboard
4	Open the Annual Dashboard for a year-to-date view of channel use and workload.	Annual Dashboard

Tab guide

Tab	Purpose	One-line example
Monthly Dashboard	Monthly view of activity, channel mix, upcoming work and Intranet Update decision points.	Select July to see the Victoria Office Move activity reflected in the metrics.
Annual Dashboard	Year-to-date view of communications volume, channel mix and status.	Use this tab to see whether communications are balanced across email, intranet, live sessions and surveys.
Planner	Source of truth. Enter each communication activity here once.	July Victoria Office Move updates Intranet Facilities Drafting
Year-at-a-Glance	Executive planning view for major initiatives and planned channels.	June Public Service Week ADM Message PSW Recognition Town Hall
Lists	Dropdown menu values used by the Planner and Dashboard.	Do not edit unless dropdown options need to change.

Guiding principles

- Enter information once, in the Planner.
- The Dashboard tabs are for viewing and decision-making, not manual tracking.
- The Year-at-a-Glance is for Executive planning, not operational details.
- Use the Intranet Update Candidate field to build the monthly all-staff Intranet Update email.
- The cadence follows the content, not the calendar.

Dropdown Lists

Values used in dropdown menus throughout the workbook.

Month	Channel	Source	Status	Audience	Include
January	ADM Email	Executive	Idea	All Staff	Yes
February	All-Staff Email	Communications	Planned	Branch	No
March	Intranet	HR	Drafting	Leadership	Maybe
April	Live Session	Finance	Awaiting Approval	Managers	
May	Survey/Poll	Program Area	Scheduled	Victoria Office	
June	Planning	Champion	Published	Other	
July	Other	Facilities	Complete		
August		Other	On Hold		
September			Submitted		
October					
November					
December					

<<These are your dropdown menu categories

Annual Dashboard

Annual / year-to-date view of internal communications volume, channel mix and workload.

Annual Communications Health

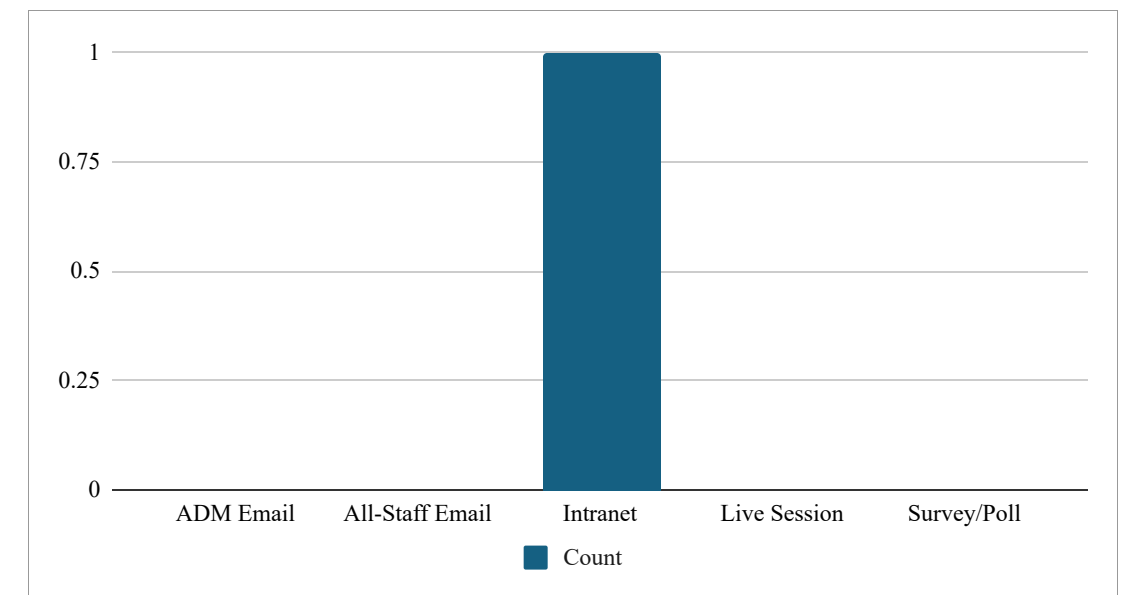
Total activities	Executive / ADM emails	All-staff emails	Intranet posts
1	0	0	1
Live sessions	Surveys / polls	Complete	In progress
0	0	0	1

Monthly Volume by Channel

Month	ADM Email	All-Staff Email	Intranet	Live Session	Survey/Poll	Total
January	0	0	0	0	0	0
February	0	0	0	0	0	0
March	0	0	0	0	0	0
April	0	0	0	0	0	0
May	0	0	0	0	0	0
June	0	0	0	0	0	0
July	0	0	1	0	0	1
August	0	0	0	0	0	0
September	0	0	0	0	0	0
October	0	0	0	0	0	0
November	0	0	0	0	0	0
December	0	0	0	0	0	0

Annual Channel Mix

Channel	Count
ADM Email	0
All-Staff Email	0
Intranet	1
Live Session	0
Survey/Poll	0



Monthly Dashboard (auto)

Monthly operating view: review metrics, check upcoming work and manage the Intranet Update watch list. Automatic updates.

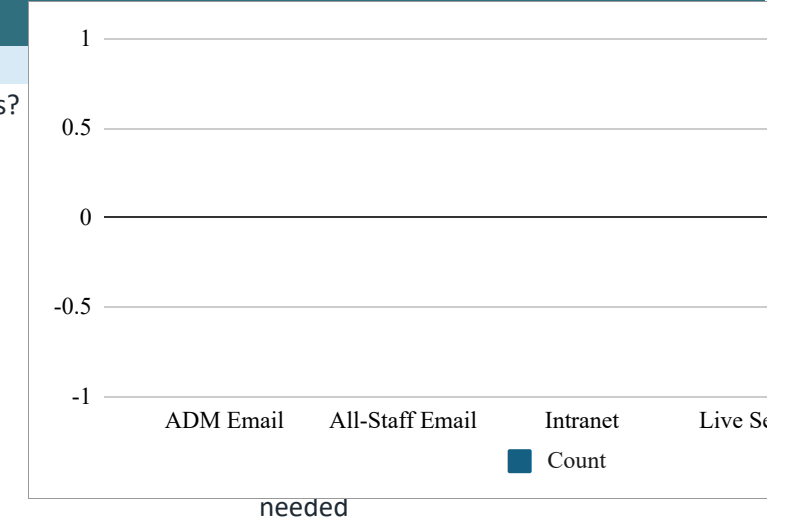
Month **June** <<dropdown

Communications Health (auto)			
Executive / ADM emails	All-staff emails	Intranet posts	Live sessions
0	0	0	0
Surveys / polls	Watch list items	Awaiting approval	Drafting / submitted
0	0	0	0

Channel Mix (auto)	
Channel	Count
ADM Email	0
All-Staff Email	0
Intranet	0
Live Session	0
Survey/Poll	0

Intranet Update Watch List & Decision

Date	Topic / Item	Source	Include?	Linked in Sent?	Notes	Date of email	Decision Check
Jul 12	Victoria Office Move updates	Facilities	Yes	No	Consider including in next Intranet Update		3+ staff-interest items? Any high-priority item? 30 days since last update? Decision made?



Upcoming This Month

Date	Topic / Item	Channel	Status	Owner	Notes
Jul 12	Victoria Office Move updates	Intranet	Drafting	Facilities / Communications	Use intranet for real-time

Tip: Update the Planner tab. The metrics above update from the Planner. The Upcoming and Watch List sections are shown as examples; use Planner filters for the full current list.

Planner

Source of truth: enter each communication activity once. Dashboards calculate from this tab.

Month	Date	Topic / Item	Channel	Source	Audience	Status	Owner	Exec Review Date
July	46215	Victoria Office Move updates	Intranet	Facilities	Victoria Office	Drafting	Facilities / Communications	

Year-at-a-Glance

Executive planning view: major initiatives and planned channels. (Do not share with exec - there is a separate document for sharing: "RSBC Internal Comms Year-at-a-Glance- YEAR")

Month	Initiative / Topic	Email	Intranet	Live Session	Survey / Poll	Notes
June	Public Service Week	ADM Message	x	Town Hall	x	PSW and Excellence Award recognition