

# ESAAP Communication Planning Sheet

## ESAAP-Campus Analytics and Automation

Plan notices, reminders, alerts, request updates, approvals, and role-wise communication.

### 1. Audience groups

- Students
- Parents
- Faculty
- Staff
- Administrators
- Management
- Department heads

### 2. Communication triggers

- Fee due
- Attendance shortage
- Document pending
- Approval assigned
- Request returned
- Exam notice
- Service request closed

### 3. Message controls

- Who can send?
- Who approves?
- Which records trigger the message?
- Which channels are required?
- What should be logged?

### 4. Follow-up reports

- Sent messages
- Pending responses
- Delayed owners
- Open requests
- Department-wise status

### 5. First communication flow

- Workflow:
- Audience:

Trigger:

Owner:

Report required:

Use this resource during your ESAAP review, demo preparation, pricing discussion, or rollout planning conversation.

**Contact: [sales@esaap.in](mailto:sales@esaap.in) | +91 85558 62483 | Nizampet, Hyderabad, TG 500090**