



WORKING TOGETHER



# Print Strategy

<b>Task No</b>	<b>Task Title</b>	<b>Owner</b>
1	Communicate print strategy to all officers	<b>Heads of Service</b>
2	Create a digital first approach for members	<b>Dem Services</b>
3	Member Comms	<b>Dem Services</b>
4	Add Print Strategy strap line to all comms	<b>KS</b>
5	Set up print reporting	<b>ICT</b>
6	Set predefined print quotas for all staff	<b>SMT</b>
7	Identify areas of unnecessary printing	<b>Heads of Service</b>
8	Create action plans with Heads of Service to reduce areas of unnecessary printing	<b>KS</b>
9	Define where email addresses for customers can be stored and what they can be used for	<b>KS</b>
10	Campaign to collect email addresses for all customers	<b>KS/Customer Services/Comms</b>
11	Campaign to sign up to receive annual bills electronically	<b>KS/Customer Services/Comms</b>
12	Create separate accounts for Service Areas with iMail Comms	<b>KS</b>
13	Create print folders for iMail	<b>ICT</b>
14	Provide training for iMail	<b>KS</b>
15	Set up printing/mail reporting	<b>KS/ICT</b>
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