



Communications Project Hours

Overview of total project hours (to date) & upcoming projects May/June:	1765 hours
Support and Administrative Task Hours	
◆ Learn & Do It Communications Tools for OC staff - available online (design templates, photos, editorial tips)	150 hours
◆ Marketing & editorial questions, layout software & technical support	1020 hours
◆ Administrative tasks (answer phones, filing, data entry, budget and project tracking)	1150 hours
◆ Public Info. Commission meetings - planning, coordination as PIC officer	35 hours
◆ Industry Conferences & Prof. Dev Training	60 hours
TOTAL ANNUAL PROJECT HOURS	4180 hours



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