# Communication Plan

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| **Example of how a team has agreed to work together** |
| Task | Details | Responsibility |
| Initial teleconference and follow up face to face meeting   | Report on progress of actions Opportunity to discuss others updates and follow up on outstanding actions Identify the need for new actions and escalate road blocks  | All core team members  Periphery team members as required  |
| Provide updates via email  | Address email to person you need to connect and cc *Team Rachel*so there is no increase in unnecessary emails  | All core team members  |
| Action plan updates  | Review Action plan at every team meeting  Review previous decisions/outcomes Continue to update action plan after teleconferences/meetings to record progress   | Rotating Roster  |

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| **Blank Communication Plan** |
| Task | Details | Responsibility |
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