# 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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