Communication Types

Weekly Check-Ins

Weekly phone calls with Coordinator and Project Lead to go over progress, questions, and share any related work as it's completed

- **Share:**
    - Timeline & budget flags
    - What's been completed
    - What's in progress
    - Any deliverables needing approval
    - Questions about deliverables

Weekly E-Mail Reports

Weekly emails sent on Mondays to relay project timeline, budget, and milestone particulars.

- **Share:**
    - Budget burn
    - Timeline specifics
    - Links to deliverables approved
    - Links to edited deliverables
    - Links to anything to review
    - Next steps list
    - Waiting on list

Major Milestone Meetings

Meetings set up for presentation and delivery of major milestone deliverables.

- **Share (3-4 days in advance):**
    - Agenda for meeting
    - Attendees needed for meeting
    - Links or summary of deliverable(s) being presented
- **Meeting format:**
    - Agenda review
    - Deliverable presentation by team lead
    - Questions/Discussions
    - Next steps review
- **Email (immediately after meeting):**
    - Meeting notes to all attendees

- - o   Next steps and waiting on lists
  - o   Links to approved or shared deliverables for additional review
- **After deliverables approved:**
  - o   Send e-mail with links to all stakeholders on project

Daily E-Mails

As needed with Natalie on stakeholder team:

- Assistance getting information from other client team members
- Assets needed
- Minor, non-deliverable approvals (license purchases, etc)
- Questions about project-specific items
- Review of deliverables or decisions prior to sending to higher-level stakeholders