

Hybrid/Virtual Team Communications Map - Sample

In an era of distributed teams and new technologies, optimize your communication, especially asynchronously, with a strategic mindset. With this map as a guide, have everyone weigh in, discuss, debate, and ultimately decide how, when, and where they will collaborate and communicate. Post this map in a location where all team members can easily access it once it is created.

Core Team Activities	Example	Sync/ Async
Information sharing	<i>Volunteering event announcement</i>	Async
Instructions and clarifications	<i>Describing multiple changes to a website design</i>	Async - video message
Project progress reporting	<i>Presenting leadership with project progress/status</i>	Async - routine reporting Sync - discussion of issues, actions
Decision making	<i>Making a go/no-go investment decision</i>	Async - weigh in ahead of time Sync - decision-making convo
Brainstorming	<i>Ideating solutions to improve the customer experience</i>	Async - gather, build on ideas Sync - assimilate and prioritize ideas
Celebrations	<i>Celebration of milestones, birthdays, project completion</i>	Async – digital cards, video messages Sync - same-time celebrations
Task management	<i>Assigning and reporting on responsibilities for preparing a conference panel</i>	Sync - action items given/taken Async - status reporting
Issue escalation	<i>A critical website is down</i>	Sync
Project planning	<i>Newly formed team determining responsibilities, accountabilities, timelines, dependencies, and handoffs</i>	Sync
Project retrospective	<i>Analysis of a recent product deployment project</i>	Sync

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Modify this template, or create one of your own, to reflect your team's activities and communications and collaboration tools and methods.

Core Team Activities	Example	Sync/ Async
Information sharing	<i>Customize this for your team here</i>	
Instructions and clarifications		
Project progress reporting		
Decision making		
Brainstorming		
Celebrations		
Task management		
Issue escalation		
Project planning		
Project retrospective		