

## Virtual teams communications planning matrix

*Consider creating a matrix like this sample as the foundation for your communications plan to help team determine best communications vehicles and associated timing, based on objectives and roles of various team members.*

Objective/deliverable	Timing	Input needed	Creators/resp. people	Decisions/ approvals	Keep informed	Freq/duration	Possible comm. methods
<b>Finalize project schedule</b>	May 1	All team members	Joe and Mary to propose final schedule	Anne and Warren	All team members	Suggested changes can be taken at any time until April 15	Solicit input via weekly status calls  Post updates on SharePoint
<b>Create global field communications plan</b>	May 9	All core team members plus field reps. TBD	Sarah, Jose, Pierre and Min	Field comms. leads, Anne and Warren	Comms team	Need min. day-long FTF session to brainstorm	FTF meeting for core team  Provide updates via wkly calls, SharePoint
<b>Begin pilot</b>	June 2	Test sites, sales and eng. teams	Fred, Teresa and Van	Test sites	All team members – post mortem	Pilot to last 6 wks- updates to be given wkly	Updates via wkly calls, email & team web site  Post mortem via con call