Toolsheet Communication Plan

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Link to the resource: https://miro.com/templates/communications-plan/

When to use it / Targeted skills:
Use this tool at the start of your project to create a clear communication plan. It helps your team stay on track, share updates smoothly, and avoid confusion. A good communication plan also makes sure everyone knows who is responsible for communicating what, when, how, and to whom.
You will develop collaboration, time management, and professional communication skills.

What You'll do:
You will work with your team to define how you will communicate during your project: what tools you'll use, how often you'll check in, and who is responsible for sharing updates. You'll finish with a short communication plan that keeps everyone aligned.

What You'll Need:
- A notebook or digital document
- Access to the tools your team will use (Slack, email, shared docs, etc.)
- Your team members (virtually or in person)
- This toolsheet and the communication plan template on Miro

How to use it:

1. Meet with your team and discuss how you prefer to communicate (messages, calls, weekly check-ins, etc.).

2. Decide on the main communication channel(s) you'll use (Slack, WhatsApp, Trello, Google Drive, etc.).

3. Agree on how often you'll share updates (daily, twice a week, at milestones...).

4. Use the categories in the communication plan to think through your communication needs. Amend it or add categories as you see fit!

5. Fill in the chart together. Be honest, inclusive, and practical.

6. Share the final version with all team members and save it somewhere accessible (e.g., in Slack).

7. Assign a person in charge of sending out key messages (reminders, summaries, deadlines).

8. Use the table in the link (see a screenshot of it in Annex 1) to write down your mini communication plan.

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Tips for Reuse / Continuation:

1. Color code your chart for quick reference.
2. Add other (or remove) categories to fit your team's needs.
3. Encourage each team member to take the "owner" role at least once.
4. Revisit the plan after each big milestone to adapt it to new needs.
5. Communication needs can vary depending on whether you're communicating about task status internally or the milestones of your project externally, therefore, consider making two separate communication plans to keep things organized!

Languages:

Miro is available in English and several other EU languages (French, German, Spanish, etc.). You can customize all your sticky notes and content to fit your team's needs.