**Communication Protocol Worksheet**

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| **WHO:**   * Who are the partners who need to communicate? * Who is responsible for facilitating communication? |  |
| **WHY:**   * What is the communication goal? |  |
| **WHAT:**   * What needs to be communicated (e.g., updates, successes, challenges)? * What data will be shared in communication? * What actions will be expected in response? |  |
| **HOW:**   * How often should communication occur? * What method/s of communication will be used? * What communication format will be used? * What response is expected? |  |
| **IMPROVEMENT**   * What communication barriers are anticipated? What processes can be put in place to circumvent these barriers? * How will our group assess whether communication is working? |  |