**Communication Protocol Worksheet**

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| **WHO:*** Who are the partners who need to communicate?
* Who is responsible for facilitating communication?
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| **WHY:*** What is the communication goal?
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| **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?
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| **HOW:*** How often should communication occur?
* What method/s of communication will be used?
* What communication format will be used?
* What response is expected?
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| **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?
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