

Partnering w/ Colleagues

Project:

Affected Department		Person to Contact	
How	Action from them? <input type="checkbox"/> Yes <input type="checkbox"/> No	Communication Cadence	<input type="checkbox"/> email <input type="checkbox"/> meeting
Concerns			
Affected Department		Person to Contact	
How	Action from them? <input type="checkbox"/> Yes <input type="checkbox"/> No	Communication Cadence	<input type="checkbox"/> email <input type="checkbox"/> meeting
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How	Action from them? <input type="checkbox"/> Yes <input type="checkbox"/> No	Communication Cadence	<input type="checkbox"/> email <input type="checkbox"/> meeting
Concerns			

For use with the book *Moving Up: Actions Steps for Career Success*, by E Anne Tipper, Chptr 9

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Partnering w/ Colleagues - Instructions

1) Enter in the project name

2) Enter in the dept(s) affected, one per box

3) Describe how the project effects the department

4) Does it require action from the affected dept? If so, what is the

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Project:			
Affected Department	How	Action from them? <input type="checkbox"/> Yes <input type="checkbox"/> No	Person to Contact Communication Cadence
			<input type="checkbox"/> email <input type="checkbox"/> meeting <input type="checkbox"/> call <input type="checkbox"/> other
Concerns			

5) Based on affect and possible actions needed, determine who

6) How will the proeject be communicated, what

7) How is it best to communicate to this

8) Any concerns?