Channels	**Adequacy**
Track timelines and tasks using a shared management/organization system.	State the purpose of a communication at the beginning.
Update project status.	Reduce extraneous details.
Communicate organization vision and goals in a face to face all staff meeting.	Communication is reliable and accurate because a system/process is in place.

Inform staff of policy changes in all staff meeting.	Timely feedback is provided on job performance.
Handbook is used to communicate procedure, guidelines, policies.	Set clear goals and expectations.
Written communication.	Information is provided in the time frame that it is needed.
Information is provided in multiple forms and consistent across all of them.	Roles are assigned in meetings/projects.

Instant message	Relevance
Non-verbal cues	**Flow**
Face-to-face	Regular 1-1 meetings
Multiple perspectives	Cross-team project meetings

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Transparency	**Resonance**
Trust	All employees are treated as partners capable of understanding complexities.
Engagement with message (cognitive, emotional, &/or physical)	Use a communication management plan to determine which channels and frequency should be used on a particular project
Confront misunderstandings ASAP	Use a stakeholder map to determine who needs what kinds of information about a particular project.

Employees have a responsibility to voice concerns, issues, and listen to feedback.	Involve project collaborators in decision-making.
Provide the rationale behind decisions.	Follow-up
Elicit feedback through polls.	Relationship Building
Quantity & Quality	Ask for help when you need it.