

## Remote Access Server Maintenance Guide Communications Plan

Method	Purpose	Desired Result	Documentation Manager Role	Frequency
<b>E-Mail</b>				
Information requests	inform, engage	staff obtains necessary information to move forward with their part	consult and publish information to appropriate parties	weekly and as necessary
Activity reports	inform	staff is aware what the rest of the team is doing	gather information and publish to appropriate parties	monthly
<b>Meetings</b>				
AM meetings	inform, clarify, exchange information	staff connects, issues resolved, kudos received	take notes and publish minutes if necessary	weekly
Lunch meetings	venting	staff bonding, release of tensions	facilitate the meeting time and place	monthly
Manager meetings	inform, clarify, brainstorm	management awareness of problems, strategies to address employee issues	not applicable	varies
Team meetings	inform, clarify	management addresses solutions to employee-posed problems and issues	not applicable	varies
<b>Intranet</b>				
Calendar	inform	provide visibility to upcoming and overall timeframes	publish	as necessary