**Communication Mapping**

1. **Identify Stakeholder**: With whom are you communicating?
   * A team, a supervisor, another department, leadership, etc
2. **Identify Communication**: What are you needing to communicate to that stakeholder?
   * Is it a report? An announcement? Feedback?
3. **Identify Method**: How are you communicating with the stakeholder?
   * In person, phone, WebEx, email, text
4. **Identify Timing**: What is the frequency of the communication?
   * Daily, quarterly, immediately
5. **Assess**: Are there any opportunities for improvement?

