

# Communication AND COLLABORATION

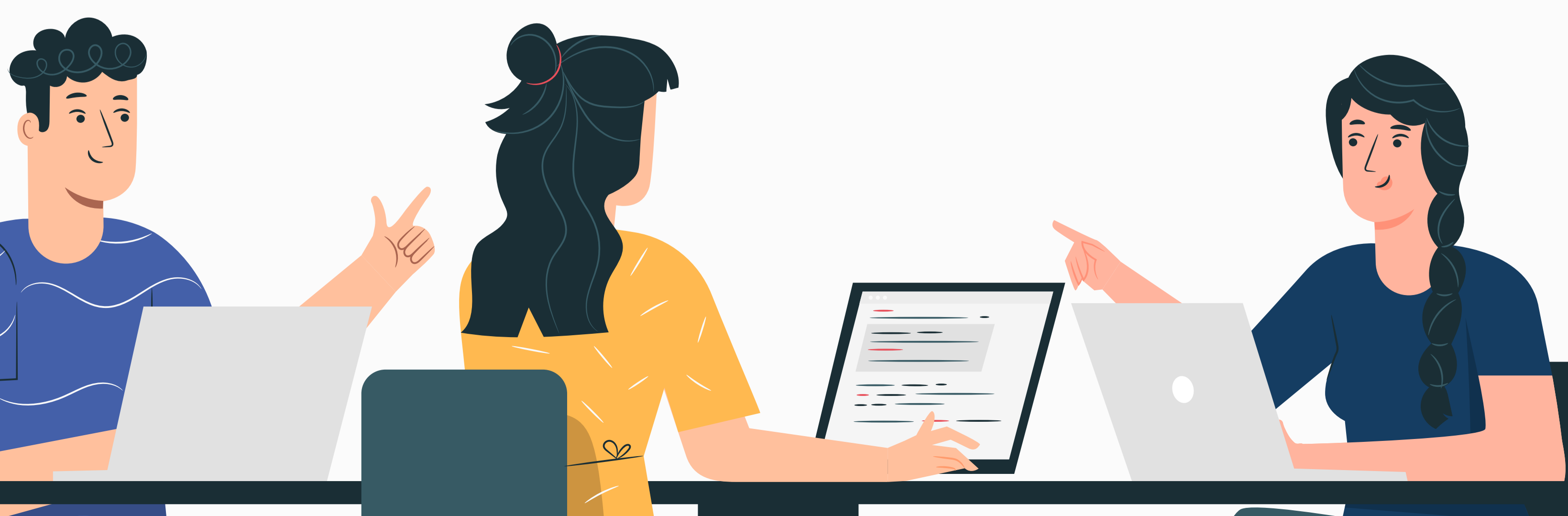


**Good collaboration  
can only be achieved  
if everyone on the team  
practices accountability.**

An internal audit of your current communication environment can help you to clarify what needs to be changed to ensure better communication.



Communication isn't just about sharing relevant information, it's also about building up a rapport with your team members so that everyone is comfortable working together.



You should set up a Single Source of Truth for all of the relevant documents and information about your project so that it's easily accessible to everyone.



You should draft a communication plan to outline what information needs to be communicated to stakeholders, when it should be communicated, and why they need to know it.

