**Activity: Developing a communication system**

To help your PB4L–SW team develop a communication system, brainstorm ideas for each cell in the table below. Refer to your PB4L–SW team action plan regularly to ensure you are communicating and getting feedback.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | *What* should be communicated? | *Who* should receive this communication? | *How* should this communication be made? | *When* should this communication be made? |
| **Disseminating information** |  |  |  |  |
| **Presenting data** |  |  |  |  |
| **Receiving feedback** |  |  |  |  |