ENG108 Technical Writing

Appendix L: Collaborative Communication and Work Plan

Note: Instructor is open to alternative methods of learning, please contact the instructor for more information at [insert contact information].

# Writing Task:

The success of collaborative writing hinges on maintaining consistent and productive lines of communication with all parties involved and setting clear expectations regarding work completion.

This short, collaborative writing exercise requires group members to come together to identify appropriate methods of communication and expectations for communication among the group and delegate responsibility.

Your communication and work plan should include the following information and should serve as a type “contract” by which members of the group abide.

1. What will be the primary means through which the group will communicate? Why did you choose this method?
2. What is an acceptable response time for messages? Are there exceptions to this rule?
3. What roles will each member of the group assume? Who will be responsible for various parts of the project?
4. What are your contingency plans in the case of absence, illness, or other problem?

# Specific Requirements:

You may format or present this plan however you’d like. But please be as specific as possible. Try to eliminate ambiguity.

*This workforce product was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This program is* ***funded*** *by a $13 million grant from the U.S. Department of Labor, Employment & Training Administration.  This is an Equal Opportunity/Affirmative Action program, adaptive equipment will be provided upon request to individuals with disabilities.*



*This work by Kennebec Valley Community College is licensed under a* [*Creative Commons Attribution 4.0 International License*](http://creativecommons.org/licenses/by/4.0/)*.*