# **Remote Work Communication Plan**

1. Purpose	е
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#### 2. Communication Goals

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#### 3. Team Members & Roles

Name	Role	Responsibilities

### 4. Communication Channels

Channel	Purpose	Frequency

### 5. Meeting Cadence & Guidelines

Meeting Type	Participants	Frequency	Platform

# 6. Availability & Response Times

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## 7. File Sharing & Documentation

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#### 8. Escalation Process