

CCAN Communication Plan

This communication plan is based on extensive research and best practices in team collaboration and is designed to help your team achieve its goals more efficiently and effectively. The plan covers various topics, including meetings, communication, and task management, and provides actionable recommendations for each.

In a geographically dispersed team, such as the CCAN, regular meetings are of paramount importance. To ensure the efficient coordination of team members, several key considerations must be considered. These include automating meeting times to streamline the coordination process, balancing meeting frequency to avoid wasting time while maintaining momentum and assigning a team lead to coordinate these efforts. By adhering to these best practices, CCAN can ensure that its dispersed team members remain connected and productive, regardless of their physical location.

Meetings

During our research, we found that there are many aspects to have successful and productive meetings. We found that having a set meeting frequency, keeps team members engaged within the team. To achieve a set meeting frequency, we recommend that each team has a team lead to initiate scheduling. When scheduling, we recommend teams to use scheduling software to find meeting times that work. After finding a time that works for everybody, we recommend that the team keeps meetings at this time at a set frequency. Team members should try their best to make it, however if they cannot, team meetings should be recorded and sent out to the team after. Regarding meeting frequency, here is what our team found to be effective during our research:

- CCAN – Bi-Monthly Zoom Calls
- Sub-groups/ – Weekly or Bi-Weekly meetings to share progress. Each team can decide what the best frequency is on their own.

How to set up meetings:

Send when2meet link to email alias or WhatsApp group.

How to schedule meetings:

1. Log into zoom through a zoom account, preferably through an institution.
2. Click the Schedule button.
3. Type in the name of your meeting, what time you want the meeting to be and how long you want the meeting to be.
4. Click send through outlook calendar option.
5. Click Save.
6. If you have outlook downloaded on your computer, zoom should create an email draft with the link in it that you can send out.

Internal Communication Software

When conducting our research, our team looked into the communication preferences of both NOAA CAP Teams and the CCAN. For the CCAN, we found that a combination of WhatsApp and Email will work best for communicating within the team. We also found that Google Drive will work best for collaboration within the team. Our team also set up a Excel Sheet with all of the current sub groups of the CCAN. For every new sub group or task force that arises, we provided instructions for how to add new teams to the sheet. For every new subgroup, it will also be recommended to make a:

Email:

- Email should be used when trying to talk to a singular person. When responding to mass emails, be sure to only reply to the sender and not reply all to avoid flooding mailboxes.

WhatsApp:

- Keep conversations within teams work related. Should be used to ask quick questions over text. Try not to over send invaluable information in chat. Only send project work materials or meeting set-ups in chat.

Google Drive:

- Always add collaboration documents to google drive by adding folders for your individual subgroup. Make sure to adjust restrictions when sharing a document onto the drive. The google drive is organized to be clearer and easier to navigate.

How to create email lists:

1. Open Outlook app on a Windows or PC. Will not work for Mac.
2. Next to the New Email Button, Click the drop-down arrow. When the options drop down, Click Group.
3. Then put in the name of the group, the name the alias is going to be under and a brief description.
4. Then add any colleagues or other groups to the alias.


How to create WhatsApp group:

1. Log into WhatsApp using your phone number.
2. Click the New Chat button in the top right.
3. Click New Group.
4. Add colleagues who need to be added to the group.

How to Navigate Google Drive:

1. Administrative Information
 - Biosketches
 - Current and Pending Work Support
 - IRB
 - Letter of Intent
 - Team Member Information
2. Meetings & Meeting Minutes
 - CCAN Planning Meeting
 - All Hands-on Deck Meetings (Monthly Meetings)
3. NOAA CAP/RISA Proposal
 - NOAA CAP/RISA Proposal Guidelines
 - Previous Drafts
 - Proposal Progress Updates
 - UPR Panel Feedback & Responses
4. Resources
5. Teams
 - 1: Executive Team
 - 2: Management Team
 - 3A: Governance and Decision-Making WG
 - 3B: SETS Hazards and Vulnerabilities WG
 - 3C: Designing and Fostering Adaptive Capacities WG
 - 4: Outreach Team (Visualization and Communication)
 - 5: Network Evaluation Team
 - 6 Scientists and Practitioners External Advisory Committee
 - Students & Research Assistants

How to set up restrictions:

1. Find the file or folder in Google Drive, Google Docs, Google Sheets, or Google Slides.
2. Open or select the file or folder.
3. Click Share or Share  > Get link.
4. Under General Access, click the drop-down arrow.
5. Select Restricted.
6. Click Done

New Teams Arising:

1. Open CCAN Groups Master excel sheet in Google Drive.
2. Click the arrow at the bottom of the screen to create a new tab.
3. Rename this tab to what your team's name is by double clicking the tab.
4. Put name, institutional affiliation, and email in the columns and bold each heading.
5. Fill out the sheet with your new subgroup's data.