

<u>NAME - Key Responsibilities</u>	Key deadlines	Means of communication	Support team	Notes
1)				
2)				
3)				
4)				
5)				
6)				

Key Responsibilities:	List key responsibilities from your job description / other activities you are working on
Key deadlines:	Are there ongoing or fixed deadlines?
Means of communication:	How/when are outcomes communicated to key stakeholders? (expected or reasonable?) Ad hoc emails? Weekly Reports? Workflow too? Newsletter? Website? Or similar. Etc.
Support team:	Who are the key team member?
Notes:	Anything that manager should be aware of?