Synchronous communications

Synchronous communication means that two or more people exchange information in real-time. In most workplaces communication happens that way and people expect real-time responses. The problem with this approach is that it is , in fact, not very effective.

It sounds counterintuitive. After all, what better way is there to stay on top of your game than addressing issues immediately. However, one survey has shown that [over 71% of employees report frequent interruptions when working](https://www.forbes.com/sites/markmurphy/2016/10/30/interruptions-at-work-are-killing-your-productivity/#1db08b601689), which affects their productivity.

Just think about it for a second: you’re working on an important project with a tight deadline when a colleague walks into your office. He wants to see you to discuss the details of an upcoming event. You stop your work and waste 45 minutes talking about a project that is not immediately due.

*As a project manager I would like to use* ***Slack and Google Email*** *as a communication tool for all Synchronous communication and on top of it we will be running the* ***daily******standups*** *so we get a chance to meet and talk to the team, so the stand up would be in* ***Zoom call*** *so the WFH team members can connect and update their status in* ***Jira.***

*Since there are multiple teams to be managed and I am at the HQ- Seattle with 5 team members along with me and a few other team members in FL, DO, TN, it would be better to select an appropriate stand up time in the morning .*

*Let’s say 9AM in Seattle would be , 10AM in Colorado ; 11 AM in Nashville 12 PM in Florida*

*So setting up the right time for standup is a ket factory so the team can sync up everyday and make good progress*

Asynchronous communications

**Asynchronous communication** refers to the exchange of data between two or more parties without the requirement for all the recipients to respond immediately.

Asynchronous communication happens when information can be exchanged independent of time. It doesn’t require the recipient’s immediate attention, allowing them to respond to the message at their convenience. Examples of asynchronous communication are emails, online forums, and collaborative documents.

*As a project manager I would like to use* ***Slack , Google Email Google Docs, Google Sheets and Jira/Confluence*** *as a communication tool for all Asynchronous communication and on top of it we will be running the* ***daily******standups*** *so we get a chance to meet and talk to the team, so the stand up would be in* ***Zoom call*** *so the WFH/remote team members can connect and update their status in* ***Jira.***

*The benefits of using Google suites and Jira is that you integrate it with Gmail and Slack and once you make any update and tag a team member , it will automatically send a notification to the respective team member and he can quickly respond .*

*The best approach is to coordinate in the Jira Comment section and Google Docs ‘add comments’ and most important is to tag a team member.*

*If we need to closely monitor a few things, then it would be recommended to create a separate slack channel/thread or a few recurring meetings with the concerned team either in Zoom or hangout, even we can record the meeting in zoom if necessary.*

Task Management

*The effective way to manage each team member tasks by using Jira, on each day stand up , I as a project manager can track*

1. *What has been achieved yesterday*
2. *What is the focus for today*
3. *Any issues/blocker need to be addressed*
4. *Any help needed.*
5. *Are we on target with the deadline?*

*And the other effective way is to create a spreadsheet and monitor the slippage of deadline along with the reason and also provide a mitigation plan to meet the deadlines*

Communication Tools

1. *Jira*
2. *Slack*
3. *Google Docs*
4. *Google Sheets*
5. *Confluence*
6. *Zoom*
7. *Google Hangout*
8. *Hangout messenger*
9. *Jira Sprint board*