

## Task Management Checklist

- ☐ How will roles (within the data team and across data and project teams) communicate?
  - What tools will be used?
  - What are the expectations around response times?
  - How will we document communication?
- ☐ How will tasks be monitored?
  - What tools, if any, will be used for task management?
  - How will tasks be handed off?
  - How will people know when tasks are completed?