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?