

Communication Issue and Solutions Potential Solution

Issue	Solution
Role and responsibility confusion	Use the RACI tool to define and validate roles and responsibilities
Stakeholders are unprepared	Use Brain Writing to provide stakeholders time to better prepare for meetings
Poor product version prioritization	Use a nominal group technique method to prioritize product versions
Inconsistent goals	Use the goal checklist to ensure all goals satisfy SMART criteria
Refine the Product Vision	Use the Six-Sigma elevator speech method to develop a Product Vision
Document management and control	Adopt a naming convention methodology to organize documents