**Communication Issue and Solutions Potential Solution**

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| 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 |