

Virtual collaboration checklist to track activity status

This slide discusses virtual collaboration checklist to track activity status and improve operational workflow. The checklist consist on identifying key milestones, establishing KPIs, creating task, preparing material and sharing calendar invite.

| Activities | Start | Comments |
|--|-------------|---------------|
| Identify stakeholders for participation | Completed | Add text here |
| Identify KPI metrics and develop collaboration management strategy | Completed | Add text here |
| Select collaboration tools | In progress | Add text here |
| Gather and prepare material for collaboration | In progress | Add text here |
| Create and share Google calendar invite | Not started | Add text here |
| Share guidelines regarding handling of sensitive information | Not started | Add text here |
| Add text here | Not started | Add text here |

Checklist Virtual Collaboration

Xiaolong Qi



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