

Virtual collaboration checklist to track activity status

This table discusses virtual collaboration checklist to ensure effective collaboration efforts and improve operational workflow. The activities present are identifying key stakeholders, establishing KPIs, creating tasks, preparing material and sharing calendar invite.

Activities	Status	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

Virtual Collaboration Checklist

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