Team Communication

UR All-Team Meeting
1-22-19
Creative Operations

- The purpose of Creative Operations (CO) is to increase timeliness, capacity, and compliance in the creative production process by efficiently and effectively integrating people, process, and technology in order to meet the strategic mission and goals of University Relations and Enrollment Management.
Technology
https://youtu.be/1vIl3ovmhhc

https://youtu.be/rQ-wdEn4_cc
What are we looking for?

- Visibility
- Transparency
- Communication in Context
What’s the solution?

Project Management

Comms

- Microsoft Teams
- Slack
- Skype
Project Management

Teamwork.com
• Collaboration in Context
• Transparency and Visibility
• Asynchronous

Tips and Best Practices
• Single Source of Truth
• Use for ALL project related communication
• Use notifications sparingly
Communication

Outlook
- University provided
- Integrates with Teamwork
- Lacks visibility and transparency
- Asynchronous

Tips and Best Practices
- Use primarily for external facing communication
UR-EM Outlook Group
• Integrated into Outlook 365
• Transparency and Visibility
• Asynchronous

Tips and Best Practices
• General team announcements and reminders
• Team calendar
• “Reply” not “Reply All” unless specifically requested
**Skype for Business**
- Integrated into Outlook 365
- Integrated into existing workflows
- Lacks visibility and transparency
- Asynchronous and synchronous
- It will be going away

**Tips and Best Practices**
- Use for quick feedback and decision making
- Continue using it until Microsoft replaces it.
WVU UR-EM Slack
- Transparency and visibility
- Searchable
- File sharing
- Integrated into existing workflows
- Integrates with Teamwork
- Asynchronous and synchronous

Tips and Best Practices
- Use for quick feedback and quick decision making
- Only works if you’re logged in
- Use the mobile app
- Communication can be grouped by project, topic, or other need
Other Tools

Private/Urgent Communication
Next Steps

• Group Training
• One-on-One Training
• YouTube
• Phone, Email, Slack
Kevin Hart
Phone: 304.293.0561
Outlook: kghart@mail.wvu.edu
Slack workspace: WVU UR-EM
Skype: kghart