

Communications Tracking to Document Partnership Support

1. Maintain log of phone and face to face communications:

Date	Communication type (e.g.: Face to face meeting, conference call, phone request)	Who present	Initiated by	Length	Key agenda/reason	additional issues discussed	Resolution to issues

2. Rather than fill out a log – would just be easier to save emails and abstract info from them later (?)

3. Track process information:

- a. Save documentation of any implementation/timeline/project management/workflow analysis tools supplied by Alliance or WSU
- b. Document how tools were modified in the process of implementation & reasons for modification
- c. Document whether milestones were reached as planned