

My Communication Template

Today, Month, Year

PERSONNEL

Hiring

Open requisitions
Interview status
Forthcoming offers
Interns / Temporary Employees

Personnel

Problem employee status
Individual accomplishments!
Review cycle status
Hot List Next Steps

Expenses

Significant upcoming expenses
Employee hardware
Travel
Bonus

PROGRAM

Infrastructure Efforts
Competitive Intelligence
Cross Functional Dependencies
Program Hot List Next Steps

PRODUCT

Product #1 (Design Cycle)

This week

Feature / Spec Review
Hot List Next Steps
Schedule review

Next week

What's relevant?

Product #2 (Development)

This week

Feature / Spec Review
Bug review
Hot List next steps
Schedule review

Next week

What's relevant?

Product #3 (Deploy)

This week

Bug review
Performance review
End game review
Hot List next steps
Schedule review

Next week

What's relevant?

Product Schedule #1

To be defined.

Product Schedule #2

<i>Design Checkpoint</i>	<i>1/10</i>
<i>Milestone Review</i>	<i>2/10</i>
<i>Executive Checkpoint</i>	<i>3/21</i>
<i>Alpha</i>	<i>6/5</i>
<i>Beta</i>	<i>10/1</i>
<i>Ship</i>	<i>12/18</i>
<i>Ship to Factory</i>	<i>1/15</i>

Product Schedule #3

<i>Design Checkpoint</i>	<i>1/10</i>
<i>Milestone Review</i>	<i>2/10</i>
<i>Executive Checkpoint</i>	<i>3/21</i>
<i>Alpha</i>	<i>6/5</i>
<i>Beta</i>	<i>10/1</i>
<i>Ship</i>	<i>12/18</i>
<i>Ship to Factory</i>	<i>1/15</i>