Communication table.

Project: Life skills				Filled in by The facilitators	Date 17/3·2
Who Who is the person of interest	**What** What does the person need to know?	**Where** How do you communicate with the person and with what	**What has to be done** What do want the person to do?	**When** When do you need the person and when does the person have to something	**Responsible** Who is responsible
Person of interest 1 EU	All the steps in the project	By e-mail and video chat	They are funding us to carry out the project.	During the project, they keep an eye on us	Cecilie (Project leader)
Person of interest 2 The kitchen	Any vegetarians Any allergies How many	By talking to them	They have to make more food	They have to make the food durig the stay	Freja
Person of interest 3					
Person of interest 4					
Person of interest 5					

Why?

- The communication table makes sure that we know when and how to communicate with whom.
- It secures that the project is spread in the right way.
- If used correctly, everybody will hopefully have the information they need.

How?

- Students choose a facilitator.
- The facilitator steers the meeting and gets input from the group to fill out the table.
- Fill in the persons of interest.
- Write down what they need to know.
- Find out how they will be told.
- Find out who's responsible.
- Write it down.
- Fill in what you want from the persons of interest and write it down.
- Write in when.

The table here is an example of a communication table. This is the start of one for our "Life Skills" project, run by students from Denmark, Portugal and Marie-Galante (France). The communication table works best if it's completed directly after the table of persons of interest.