

# Virtual collaboration checklist to track activity status

This slide discusses virtual collaboration checklist to track activity status and improve operational workflow. The checklist consist on identifying key milestones, releasing KPIs, creating task, preparing material and sharing calendar invite.

Activities	Start	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

**G Orfield**



## **Virtual Collaboration Checklist:**

Ignite the flame of optimism with its motivational masterpiece, Fuel Your Spirit with **Virtual Collaboration Checklist** . In a downloadable PDF format ( \*), this ebook is a beacon of encouragement. Download now and let the words propel you towards a brighter, more motivated tomorrow.

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