Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Template Instructions:

The Virtual Team Contact List template allows better information tracking for teams that are not co-located. With some modifications to remove time zone and location information, you should be able to create a Team Contact List for co-located teams. First, record each team member’s name, role, and location.

Then use a tool such as <https://worldtimeserver.com> to determine their time zone and hours of difference from the project manager and/or central team location. Be sure to be mindful of Daylight Savings Time differences. World Time Server is also an excellent resource for determining the best times for international meetings.

Finally, add team member’s preferred contact methods and contact information. For items like phone numbers, be sure to include all the digits (e.g., area codes and country codes) so team members can more easily determine how to dial. For email, be aware that for those with Gmail addresses containing a period, the period is optional. For example, ray.smith@gmail.com and raysmith@gmail.com are equivalent addresses in Gmail. Note this may not be true for other systems: if you register a username of ray.smith@gmail.com, raysmith@gmail.com usually cannot be used in its place.

The comments field can be generally useful to track items such as:

* Team member strengths and weaknesses
* Experience and comfort level with virtual teamwork
* Time off for vacation and/or holiday schedules that differ from the rest of the team
* Dietary restrictions in the event of a face-to-face team meeting
* Other contact information (e.g., a direct desk line for the most urgent communication needs)

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| **Team Member** | **Role** | **Location** **(Time Zone)** | **Hours****+/-** | **Work hours or shift** | **Preferred Communication Methods and Contact** | **Comments** |
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Pre-filled example:

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| --- | --- | --- | --- | --- | --- | --- |
| **Team Member** | **Role** | **Location** **(Time Zone)** | **Hours****+/-** | **Work Hours or Shift** | **Preferred Communication Methods and Contact** | **Comments** |
| **Siwan** | **PM** | **San Diego (Pacific)** | **0** |  | **Email:** **Siwan@xanadu.com** |  |
| **Dennis** | **Manager** | **San Diego****(Pacific)** | **0** |  | **Mobile: +1.619.555.1212** |  |
| **Richard** | **Business Analyst** | **Kihei, HI****(HAST)** | **-3** |  | **Mobile: +1.808.555.1212****Email: RickHI@xanadu.com**  | **No prior virtual team experience / relocating to San Diego during the project** |
| **Rosamie** | **Pointeast Manager** | **Manila****(PHT)** | **+15** |  | **Zoom Meeting:** [**https://Zoom.US/123456**](https://Zoom.US/123456)**Contact by whatsapp first: RosamiePE** | **Prefers f2f video conferencing** |
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