

## Preparing a Contacts List

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Often on Projects, it is helpful to prepare a Contacts List (either as a Word file or Excel file) in order to keep track of all of the people involved: either the active Team members or others that have useful information to the project.

It helps to build the Contacts List at the beginning of a new Project, when names are first being learned. It also helps to have a separate Contacts List for each active project.

The list should include the name, email, phone number, and the position or role on the Project, or the area of support they represent to the project. It helps to name the file based on the name of the Project, so each Contact List can be easily located.

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Sample headings for a Contacts List:

### Project One – Contacts List

<u>name</u>	<u>email</u>	<u>phone #</u>	<u>position/role</u>
1. Bob Smith	xxxxx@xxx	(xxx) xxx-xxxx	my Supervisor
2. Jill Jones	xxxxx@xxx	(xxx) xxx-xxxx	my Lead
3. Sam Moore	xxxxx@xxx	(xxx) xxx-xxxx	Quality Control supv.
4. Bill Evans	xxxxx@xxx	(xxx) xxx-xxxx	Team member
<i>more contacts...</i>			