**How to communicate with remote teams? Things to include in a request**

1. Desired audience

 *external, internal, leadership, government, NS management, NS chapter officials*

2. Intended outcome

 *better coordination, identifying beneficiary numbers, 1 time or recurrent*

3. Format

 *poster sized printout, A4 handout, web*

4. Which data to visualize and at what scale

 *buildings at risk + RC volunteers National scale, provincial, street level, etc*

5. Structured data provided in a usable format

 *UN Pcodes employed, data disaggregated by administrative level*

6. Priority relative to other requests

 *“third priority after the survey charts and data cleanup”*

7. Explanations of anything unique to the dataset

 *column headings that don’t make sense to outsiders*

8. Desired due date