

Design Collaboration Plan

1. Project Overview

Project Name

Project Description

Start Date

End Date

2. Team & Roles

Team Member

Role

Responsibilities

3. Collaboration Guidelines

Preferred Communication Channels

Collaboration Tools

File Naming Conventions

Design System References

4. Milestones & Deliverables

1. Milestone

Due Date

Deliverable

2. Milestone

Due Date

Deliverable

5. Feedback & Review Process

Feedback Channels

Review Schedule

Approval Process

6. Risk & Issue Management

Potential Risks

Mitigation Strategies

7. Notes & Additional Information