Level your feedback in line with phase/fidelity

Feedback is a powerful way to motivate or de-motivate a team. Make sure you're on the same page about the phase of the project to ensure your feedback fuels the team instead of frustrates them.

How to set it up

Step 0. To best set this play up for success, we recommend starting by running the **Agree on "what is a project" and phases** from **Common Vocab over Common Tooling belief**. Once you are clear on the phases of projects and have a mechanism to connect the project phase with the updates, use this play to build a habit of giving appropriate feedback.

Step 1. Pick a block of time in your week to read and respond to project updates. We recommend Monday morning.

Step 2. Within a calendar invite (to block your time) or your personal to-do list tool, create a list of quick-links that will direct you instantly to each team's update (even if they are recorded in different tools).

Step 3. As you are consuming each team's update consider the following prompts to help guide your feedback:

- Does the team have questions or issues that you can resolve? Answer them or raise a follow-up action.

- Do you have a question about the project? Ask it and mention the relevant point of contact.

- Is there any feedback you want to provide about the project or the update itself? Leave your feedback and mention the relevant point of contact.

- Is there something you want to recognize the team for? Celebrate their achievement and/or leave a positive reaction!

The Loop: A project communication framework written by Atlassian teams **atlassian.com/loop**

Step 4. Share feedback wherever the team works, ideally in context of their work (i.e. in-line comments in a Figma file). Avoid giving feedback 1:1 to project owners or contributors.

Step 5 (optional). Occasionally reach out to owners of projects you follow to ask how/if your feedback is helpful and how you might improve communicating your feedback.

Anti-pattern

Defaulting to the 👍 reaction just for the sake of leaving a reaction.