CCSQ QualityNet Slack Channel Naming Guide

Default channels
- *#help-slack*
- *#announcements-cms-hcqis*
- *#announcements-slack*

General notes about channel names
- Letters, numbers, dashes, and underscores only
- Lowercase with no spaces or periods
- International (non-Latin) channel names are supported
- Limit of 80 Characters

Do be strategic in creating new public channels
- Browse existing channels before you create a new channel. Check whether something exists that is similar.
- Do a thorough job. Clearly state the intent in the channel name, purpose, and topic to make your channel discoverable. Drive good conversation by inviting the right users to join.

Make sure there's a business reason to create private channels.
- Private channels should be used rarely and only when confidential information needs to be shared amongst a select group of people.

Channel Naming Conventions Help
- Keep the channel sidebar organized
- Make discoverability and searching easier
- Prevent channel duplicates

Channel Naming Conventions
- Use standard prefixes
- Create channels for things like:
  - Teams: #ado-team, #pm3-team, #hids-team
  - Help: #help-it, #help-hr
  - Projects: #proj-dev, #proj-planning

Add channel topic
- The channel topic appears in the channel header (communicate current information). It's a quick way to let the community know what members in the channel are working on or important dates like project deadlines.

Add channel purpose
- A channel's purpose is a short description of the channel's intended use (overall long-term purpose of the channel). On desktop, it appears when members browse channels as well as in the channel details pane.

Slack Webinar
- Review Slack webinar for Getting Started with Channels.

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