

PROJECT COMMUNICATION MATRIX

Project Name	Project ID	Project Manager
Design, Manufacture and Installation of Total Torque Station	MAP-704206	Alonso González
Business Process Owner	Project Sponsor	Project Executive Sponsor
Magna Powertrain	DIMEP	Fernanda Ruiz

PROJECT TEAM COMMUNICATIONS

Sender	Receiver	Method	Frequency	Message
<i>Person responsible for the communication</i>	<i>Person or Project Team receiving the message</i>	<i>How the message will be sent (website, social media sites, e-mail, text, phone)</i>	<i>How often the communication occurs</i>	<i>Information being sent (status report, meeting invitation, meeting agendas/notes, etc.)</i>
Carlos Franco	Ramiro Ramírez	Meeting, phone, e-mail	Weekly	Designing of the station
Ramiro Ramírez	Manuel Hernández	Meeting, phone	Daily	Manufacturing of the station
Fernanda Ruiz	Liliana Gaytan	Meeting, phone, e-mail	Daily	Business Administration
Liliana Gaytan	Paty	Phone, e-mail	Monthly	Accounting

Communication Agreements:

1. Communication will be as per the frequency stated.
2. Meetings daily between the project manager and the team members for the status of the project.
3. Presentations

PROJECT TEAM MEMBERS

Project Contacts	Project Role	Contact Number	Email Address
Fernanda Ruiz	Executive Sponsor	844-XXX-XXXX	fernanda.ruiz@companyname.com
Fernanda Ruiz	Project Sponsor	844-XXX-XXXX	fernanda.ruiz@companyname.com
Alonso Gonzalez	Project Manager	844-XXX-XXXX	alonso.gonzalez@companyname.com
Carlos Franco	Business Process Owner	844-XXX-XXXX	carlos.franco@companyname.com
Liliana Gaytan	XXX Deliverable Owner	844-XXX-XXXX	liliana.gaytan@companyname.com
Ramiro Ramírez	XXX Deliverable Owner	844-XXX-XXXX	ramiro.ramirez@companyname.com
Manuel Hernandez	XXX Deliverable Owner	844-XXX-XXXX	manuel.hernandez@companyname.com
Salvador Perez	XXX Deliverable Owner	844-XXX-XXXX	salvador.perez@companyname.com

PROJECT STAKEHOLDER COMMUNICATIONS

Sender	Stakeholder	Method	Frequency	Message
<i>Person responsible for sending the communication</i>	<i>Receiver of the communication</i>	<i>How the message will be sent (website, social media sites, e-mail, text, phone)</i>	<i>How often the communication occurs</i>	<i>Information being sent (status report, meeting invitation, meeting agendas/notes, etc.)</i>
Alonso González	Ivan Romero	E-mail	Weekly	Project Status Report
Carlos Franco	José Reyna	E-mail, text	Weekly	Desing reports
Ramiro Ramirez	José Reyna	Phone	Daily	Installation

Communication Agreements:

- 1.
- 2.
- 3.

KEY PROJECT STAKEHOLDERS

Project Contacts	Project Role	Contact Number	Email Address
Iván Romero	Purshasing	844-XXX-XXXX	ivan.romero@companyname.com
See Stakeholder Matrix for all others			