

Communication Management Plan

Message/ Purpose	Responsibility	Audience	Medium	Contents	Frequency/ Timing
Project Status	PM	Customer Manager Sponsor	Meeting	Plan, inquiry, Issues, Demo	Bi-Weekly
Project Review	PM	Team	Meeting	Ask, Issues	Monthly
Team Status	PM	Team	Meeting	Risk, Issues, Cooperation	Weekly
Features	PM	Customer Sponsor	Meeting	Plan, Demo	Monthly
Report	PM	Customer	Email	Plan, Issues	Weekly