Communication Management Plan

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| 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, Isssues | Weekly |