Stakeholder Engagement:

| **Serve & support** | **Transparency** | **Active** | **Power Positively** | **Power Negatively** | **Stakeholder** |
| --- | --- | --- | --- | --- | --- |
| 🤩 |  |  | 😃 |  | Stakeholder A |
|  |  |  |  | 😣 | Stakeholder B |
| 🤩 | 😉 |  |  |  | Stakeholder C |
|  |  | 🥳 | 😃 |  | Stakeholder D |
| 🤩 |  |  |  |  | Stakeholder E |

Communication Plan:

| **Message / Purpose** | **Responsibilities** | **Audience** | **Medium** | **Contents** | **Frequency** |
| --- | --- | --- | --- | --- | --- |
| Project status | PM | Business | Meeting | Risk, Demo | Weekly |
| Team status | PM | Team | Meeting | JIRA SW | Daily |
| Progress | PM | PM/QA | Meeting | Face to face / JIRA SW | Daily |
| Project Increment | PM | PM | Meeting | Face to face | 2 weeks |
| Project Review | PM | PM/QA | Meeting | Demo, issue, bug | 2 weeks |
| Dateline | PM | PM | Meeting | Working Software | In the end |