**Project Kickoff Presentation & Communication Strategy**

**Project:** Mobile Money Platform Integration for ATelco  
**Date:** [Insert Date]  
**Prepared By:** PMO & Communications Team

**Kickoff Presentation Key Points**

* Project overview, objectives, and strategic importance
* Scope summary including mobile money platform integration highlights
* Key project phases and timelines
* Governance structure and key roles
* Risk overview and mitigation approach
* Communication channels and reporting cadence
* Immediate next steps and action items

**Communication Strategy Overview**

| **Communication Type** | **Audience** | **Frequency** | **Owner** | **Medium** | **Purpose** |
| --- | --- | --- | --- | --- | --- |
| Project Status Updates | Steering Committee, Sponsors | Bi-weekly | PMO | Email, Dashboards | Progress tracking, risk/issues updates |
| Technical Sync Meetings | IT Integration Teams | Weekly | Technical Lead | MS Teams / Zoom | Technical progress and blockers |
| Stakeholder Newsletters | All Stakeholders | Monthly | Communications | Email | Major milestones, achievements |
| Risk & Compliance Reports | Compliance & Legal | Monthly / Ad-hoc | Risk Manager | Email / SharePoint | Regulatory updates, audit prep |
| User Training Notices | End Users & Support | Before Go-Live | Training Lead | Email, Portal | Training schedules and materials |
| Feedback & Surveys | End Users | Post-Go-Live | PMO | Online Forms | Adoption and satisfaction measurement |