Message/purpose	Responsibility	Audience	Medium	Contents	Frequency/time
Project status	Pm	customer	Meeting	Issue, ask	Bi weekly
Project status	Pm	project sponsor	Meeting	Issue, ask	Weekly
Audit	Pm	working team	Meeting	Risk, issue	Daily
Project status	Pm	project management	Standup meeting	Issue, ask	Daily
Application status	Pm	end users	Email	Issue	Monthly
Approval and licenses	Pm	google maps	Email	Issue	Monthly
Approval and licenses	pm	markets and stores	Email	Issue	monthly