**IntelliAssist – Communications Plan**

**Project Overview:**  
The **IntelliAssist Project** is focused on developing an AI-powered virtual assistant that helps users manage notes, tasks, and get intelligent answers via a web interface. Clear and consistent communication among stakeholders is critical to meet deadlines, coordinate across teams, and ensure user-focused outcomes.

**Communication Plan Summary:**  
The table below outlines key stakeholders, their preferred communication methods, and how frequently they should receive updates or engage in discussions. These methods were selected to ensure efficiency, transparency, and engagement across all roles in the project.

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| **Stakeholder** | **Type of Communication** | **Frequency** |
| Project Sponsor | Email summary, Status Report | Weekly |
| Steering Committee | Bi-weekly Meetings | Every 2 weeks |
| Development Team | Daily Stand-up around 15 mins | Daily |
| QA Team | Issue tracking via Kanban board & email updates | Ongoing (During Testing Phase) |
| UI/UX Team | Shared design tools and check-ins | Twice per week |
| End Users/Testers | Feedback form via email | Post-UAT, One-time |
| Project Manager (You) | All methods (email, meetings, shared docs) | Continuous |

**Additional Notes:**  
Meeting notes will be saved in a shared folder so everyone stays in the loop.  
We'll use tools like Google Docs, Jira, and Figma to make collaboration smooth and easy.  
If anything urgent comes up, we’ll handle it quickly through direct messages or quick meetings instead of waiting for scheduled updates.