## **Communications Management**

## **Communication Matrix**

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| **Communication Type** | **Frequency** | **Participants/**  **Distribution** | **Deliverables** | **Owner** | **Format** |
| *Requirements Modification/New Requirements* | *Bi-Weekly* | *Program Manager, Primary Contact* | *Requirement Documents, Revised Project Documentation* | *Business Analyst* | *Face- Face* |
| *Weekly Status Reports* | *Weekly* | *Project Manager& Team Members* | *Work Progress on individual tasks/ grouped-subtasks based on weekly progress* | *Project Manager* | *Submission* |
| *Manager’s Meeting* | *Bi-Weekly* | *Program, Manager, Team Members* | *Individual reports from all the team on the Team’s status performance* | *Program Manager* | *Face-Face* |
| *Team Meeting* | *Twice Weekly* | *Team Members* | *Tracking report on individual’s performance* | *Document Manager* | *Face – Face* |
| *Quality-Assurance Meeting* | *Weekly* | *QA Manager, Project Manager and Team Members* | *Quality report on the applications performance* | *QA Manager* | *Face-Face* |
| *Client Meeting* | *Bi-Weekly* | *Project Sponsor, Managers and all the team Members* | *Deadlines, activities, Milestones performance, tentative schedules etc.* | *Program Manager* | *Face - Face* |