

MSIM Capstone Communications Plan Template

Each of the team members, and the sponsor, should understand the communication frequency (e.g., weekly on a certain day, after deliverables are complete, etc.) and agree upon its terms outlined below.

Project Communication Plan					
Sponsor Role	Bala Krishnapillai, Vice President and Head of IT Group - Hitachi, Americas				
Sponsor Availability	Friday - 3:45 pm to 4:30 pm				
Sponsor-preferred update format	Email	Phone call	In-person meeting	Formal Report	Other (specify)
	bala.krishnapillai@hal.hitachi.com				
Sponsor and Team meeting frequency (weekly, biweekly, etc).	Weekly on Friday's until 03/14/2025 (Quarter end)				
Reporting frequency. Day of week and time	Monday	Tuesday	Wednesday	Thursday	Friday
					3:45 PM - 4:30 PM
Alternate point of contact at sponsor organization (email)	Milind Pathak milind.pathak@hal.hitachi.com				
Primary MSIM Team Contact name and email	Haren Bhatia hnb24@uw.edu				
MSIM Team availability	Wednesday: 4pm to 6 pm Friday - 3:45 pm to 5:45 pm				