Sno	Stakeholders	Document name	Document Format
1	Designer	High level design	Visio
2	Technical staff	Weekly status reports	Hard Copy
3	Law enforcement	Monthly status reports	Hard Copy
4	Training	Training Plan	pdf
5	Software developers	Weekly status reports	Meeting
6	Customer business staff	Daily reports	meeting
7	Customer Management	Daily reports	Meeting
8	internal staff	Weekly status reports	Hard Copy
9	Management	Monthly status reports	Hard Copy, Email, Pdf
10	HR department	Bi-weekly status reports	Email, soft copy
11	QA team	Weekly status reports	Hard Copy

Responsible person	Reciepents	Frequency
Designer	Developer, Tester, Infrastructure team	Once
Manraj, Jaspriya	Developer	Once
Harman	Internal staff	daily
Dil	Hr deparment	Weekly
Manraj, Jaspriya	Developer	Weekly
Dil, Harman	Marketing	Daily
Dil, Harman	Marketing	Daily
Dil, Harman, Manraj, Jaspriya	management	Weekly
Dil, Harman	Infrastructure team	Monthly
Jaspriya	Management	Bi-weekly
Dil, Manraj	Tester	weekly

Due

1st month of project
1st month of project
1st month of project
1st week
1st month of project
After project release
After project release
1st month of project
1st month of project
1st week
After project development