**Stakeholder Engagement & Communication Plan**

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| Communication Type | Objective of Communication | Medium | Frequency | Audience | Owner |
| Project Team meetings | Review the status of the project with the team. | Meeting | weekly | Project team | Project manager |
| Technical design meetings | Discuss technical design solutions. | Meeting | As needed | Project technical staff | Technical lead |
| Project status meetings | Discuss the status of the project. | Meeting | Monthly | PMO | Project manager |
| Project status reports | Report the status of the project including activities, progress, costs, and issues. | Email | Monthly | Project sponsors, project team, PMO, stakeholders | Project manager |

