|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Message | audience | medium | content | responsibility | frequency |
| Project team |  |  |  |  |  |
| Project status | Customer | meeting | Reviewing the project objectives and discuss what Is missing and if anything need to be developed in the project | Project manager | weekly |
| Team status | Team | meeting | Trying to get the team with up to date updates for the current situation and solve any issues | Project manager | daily |
| updates | Team | Email | Up to date progress on tasks | Project manager | daily |
| Project status report | Customer | meeting | Make sure to see if there is any issues to update |  | Weekly |
| Project review | committee | meeting | Make sure to Discuss the progress and give review to it , also look at the futuristic ideas if needed. | Project manager | Monthly |
| Finish date | Customer , Team | Email | Make sure to review the whole project and all the needed requirements for it | Project manager | End of project |

Communication management plan

Stakeholder engagement

|  |  |
| --- | --- |
| Manage closely | Monitor |
| * Make sure there is updates in a daily basis * Make sure to have direct contact * Always up to date with any changes | * Make sure there is any development in a monthly basis * Have a good control |
| Keep satisfied | **Keep informed** |
| * Make sure there is any invitations * Make sure there is good communication * Make sure the requirements are filled | * Make sure there are updated in a Weekly basis |

Power

Interest

Signature:

