

Appendix G

Communications

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Internal Communication

Date	Reason	Company	Contact	Number	Email or Contact	Means	Member
13 March 2020	Project File Initiation (Client Brief)	WTF-Project Sponsor	PJ Wilson	(07) 3735 6900	pj.wilson@staff.griffithcollege.edu.au	Face to Face	All
20 March 2020	Project Concept Planning & Workbooks	WTF-Project Sponsor	PJ Wilson	(07) 3735 6900	pj.wilson@staff.griffithcollege.edu.au	Face to Face	All
27 March 2020	Progress Report 20%	WTF-Project Sponsor	PJ Wilson	(07) 3735 6900	pj.wilson@staff.griffithcollege.edu.au	Virtual	HS
01 April 2020	Concept Designs	WTF-Project Sponsor	PJ Wilson	(07) 3735 6900	pj.wilson@staff.griffithcollege.edu.au	Face to Face	All
17 April 2020	Project Management Plan	WTF-Project Sponsor	PJ Wilson	(07) 3735 6900	pj.wilson@staff.griffithcollege.edu.au	Virtual	All
17 April 2020	Progress Report 50%	WTF-Project Sponsor	PJ Wilson	(07) 3735 6900	pj.wilson@staff.griffithcollege.edu.au	Virtual	JH
24 April 2020	Progress Report 80%	WTF-Project Sponsor	PJ Wilson	(07) 3735 6900	pj.wilson@staff.griffithcollege.edu.au	Virtual	GL
08 May 2020	Tender & Design Defence	WTF-Project Sponsor	PJ Wilson	(07) 3735 6900	pj.wilson@staff.griffithcollege.edu.au	Virtual	All
15 May 2020	Progress Report 100%	WTF-Project Sponsor	PJ Wilson	(07) 3735 6900	pj.wilson@staff.griffithcollege.edu.au	Virtual	GL
15 May 2020	Project File Closure	WTF-Project Sponsor	PJ Wilson	(07) 3735 6900	pj.wilson@staff.griffithcollege.edu.au	Virtual	All

External Communication

Date	Reason	Company	Contact	Number	Email or Contact	Means	Member
14 March 2020	Observation and taking note for the Business Process Mapping	Asian Plus Kitchen	Logan	0468 957 349	Not Applicable	Face to Face	All