Internal Communication Plan

#	Communication Method	Communication Type	Project	Priority	Details and Purpose	Stakeholders	Documentation Requirement	Communication Frequency	Communication Owner	Owner Sign off Required	Follow up Communication
1	In Person Meeting	Stategy Open Meeting	Internal Project Teams	P1	Initiate Strategic discussions, including goals, objectives, timelines, transition phases, planning and execution of deliverables to be announced at a later date by AlexCloud	1. Governance & Key Stakeholders 2. Project Team, and/or IT Team	Yes Documented to be presented as facet of Managed Project Related Documentation - Ongoing	One Off Disucssion - 2nd Repeat if Required - Follow up Ongoing	You, Me and/or	Yes	Teams Meeting Progess Update and Report
2	Q&A Canvas - Stakeholder Interviews	Stuy Case Project Status Update	Internal Project Teams	P1	Ask questions , gather information about the project	1. Governance & Key Stakeholders	Yes, prepared questions	Every Friday/Weekly	Project Team	Project Team	In person progress update / Teams report / onenote
3	Planner	Update Project Tasks	Internal Project Teams	P2	Create tasks when needed to track project management. These need to be updated as soon as possible.	1. Project Team 2. Key Stakeholders	No, tasks do not need to be documented elsewhere, however please add notes where applicable	As needed	Project Team	N/A	In person progress update / Teams report / onenote
4	OneNote Documentation	Knowledge Base	Internal Project Teams	P3	For a centralised knowledge base for collaboration of information. Insert any relevant facts in relation to Zero-Trust Interface's Project Management. Eg, Brand Design, Team Roles, Priority Matrix etc.	Project Team	No, this is a centralised documentation method	Daily update of any new documentation created / updated.	Project Team	Yes (Sign off when creating / modifying a Note)	In person progress update / Teams report / onenote
5	Teams Call Meeting	Update Project Tasks	Internal Project Teams	P2	Sharing updates on the tasks completed , tasks non-completed, blocked or have any questions	Project Team	Planner	Daily update of any new documentation created / updated.	Project Team	Project Team	In person progress update / Teams report / onenote
6	In Person Meeting	Weekly Project Update	Internal Project Teams	P1	Sharing updates on the tasks completed , tasks non-completed, blocked or have any questions	Project Team	Planner	Daily update of any new documentation created / updated.	Project Team	Project Team	In person progress update / Teams report / onenote
7	In Person Meeting	Update Study Case Project	Internal Project Teams	P1	Enquiring more information about the architecture, project,	Key Stakeholders	Documented into onenote	Once a Day Max/Everyday during the weekday	Key stakeholder	no	In person progress update / Teams report / onenote