Table1: Stakeholder's Communication Plan __Template for your group assignment part-B

Type/list of	Level	of	Description	Document	Communication	Frequency of	Contact	Communication
stakeholder	interest	in	of interest or	name	medium	communication	person	owner
(do not provide	project		concern					
stakeholder's								
name in this								
column)								
e.g. Sponsor								
	e.g.		e.g.		e.g.		Identify who	e.g. Project
	High/low		Technical		email/telephone		to contact to	Manager
			details of the				reach specific	
			project work				stakeholder	

You may also have a look at following table to understand what/how to write details for stakeholder's communication plan in Table1.

Stakeholders	Document Name	Document Format	Contact Person	Due
Customer management	Monthly status report	Hard copy and meeting	Tina Erndt, Tom Silva	First of month
Customer busi- ness staff	Monthly status report	Hard copy	Julie Grant, Sergey Cristobal	First of month
Customer techni- cal staff	Monthly status report	E-mail	Li Chau, Nancy Michaels	First of month
Internal management	Monthly status report	Hard copy and meeting	Bob Thomson	First of month
Internal business and technical staff	Monthly status report	Intranet	Angie Liu	First of month
Training subcontractor	Training plan	Hard copy	Jonathan Kraus	November 1
Software subcontractor	Software imple- mentation plan	E-mail	Najwa Gates	June 1