

## Communication Plan

Meeting / Report	Audience	Purpose	Owner	Channel	Frequency
<b>Project Kick-off Meeting</b>	Sponsor, Product Owner, Delivery Lead, BA, Devs	Align on objectives, scope, timeline, roles, and expectations.	Delivery Lead	Video conference	Once (project start)
<b>Daily Stand-up</b>	Delivery Lead, BA, Dev Team	Review progress, blockers, and plan for the day.	Delivery Lead	MS Teams / Slack + call	Daily (on working days)
<b>Weekly Status Report</b>	Sponsor, Product Owner, PMO, Key Stakeholders	Summarize progress, risks, issues, and upcoming milestones.	Delivery Lead	Email + Confluence page	Weekly
<b>Backlog / Requirements Review</b>	Product Owner, BA, Delivery Lead, Dev Team	Refine requirements, prioritize backlog, and clarify scope.	Product Owner	Workshop / video call	Biweekly (or as needed)
<b>Sprint Review / Demo</b>	Product Owner, Sponsor (optional), Devs, BA	Demonstrate completed features and gather feedback.	Delivery Lead	Video conference	Biweekly
<b>Risk &amp; Issue Review</b>	Delivery Lead, BA, Product Owner, PMO / IT	Review RAID items, agree on actions, and update owners.	Delivery Lead	Meeting; RAID log in Confluence	Weekly
<b>UAT Planning &amp; Check-ins</b>	Product Owner, BA, Key Reviewers, Ops/Support	Plan UAT scenarios, track execution, and resolve UAT issues.	BA	Video call + shared tracker	Weekly during UAT
<b>Go-Live Readiness Review</b>	Sponsor, Product Owner, Delivery Lead, IT/Security, Ops	Confirm readiness (scope, testing, risks, support) for launch.	Delivery Lead	Steering-style meeting	Once (pre go-live)
<b>Post-Go-Live / Hypercare Check-in</b>	Product Owner, BA, Ops/Support, Dev Team	Monitor incidents, user feedback, and stabilization.	Delivery Lead	Video call + ticketing tool	Weekly for 2–4 weeks

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<b>Sponsor / Executive Update</b>	Sponsor, Executive Leadership	Provide high-level status, key decisions, and outcomes.	Delivery Lead	Email summary or brief meeting	Monthly