

Communications plan template for project: AHI App Development					
Communications item forum (What)	Owner (Who-Sender)	Audience (Who-Receiver)	Timing (When)	Format medium (How) (Where)	Purpose (Why)
<b>Project Kickoff Meeting</b>	Project Manager	Project Team, Stakeholders	Start of Project	In-person/Virtual Meeting	Align on project scope, objectives, and timeline
<b>Weekly Status Report</b>	Project Manager	Stakeholders, Project Team	Weekly (Fridays)	Email/Project Management Tool	Update on project progress, risks, and issues
<b>Design Review Meeting</b>	Design Lead	Project Team, QA, SME	After Initial Design Draft	In-person/Virtual Meeting	Gather feedback on initial design and finalize requirements
<b>Development Progress Check</b>	Development Lead	Project Manager, QA, SME	Bi-weekly during Development Phase	Virtual Meeting	Ensure development aligns with design specifications and timeline
<b>Testing Phase Update</b>	QA Lead	Project Manager, Development Team	Midway through Testing Phase	Email/Project Management Tool	Report on testing progress, defects found, and fixes implemented
<b>App Launch Meeting</b>	Marketing Lead	Project Team, Stakeholders	One week before Launch	In-person/Virtual Meeting	Finalize launch plans, review marketing strategies, and prepare for release
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