

StakeHolders	Unaware	Resistant	Neutral	Supportive	Leading
Sponser					
Top manag ment				C	D
CEO			C		D
Customers				C,D	
Team					
Project manag er	C				D
Produc t manag er	C				D
SW Develo pment team	C				D
Testing team	C				D
Quality team		C		D	
HR team		C			D
Accou nting team		C			D
R&D team	C				D
Suppliers				C,D	
Shops & restaurants	C			D	

Communication Plan

Message/ purpose	Responsibility	Audience	Contents	Frequency	Medium
Kick off meeting	Project Manager	All stakeholders	Project initiation, Signaling and key, planning documents, sharing	Once	Email
Project status	Project Manager	Customer	SV, Demo, Issues, Risks, Ask	Bi-Weekly	Meeting
Team Review	Project Manager	Team	SV, Issues, Risks, Ask	Weekly	Meeting
Project Review	Project Manager	CEO	SV, CV, Issues, Risks, Ask	Monthly	Meeting
Audit	QA	PM. Team	Compliance, Issues, Risks	Monthly	Meeting
Project Status Report	Project Manager	Customer	SV, Issues, Risks	Weekly	Email