

Message/Purpose	Responsibility	Audience	Medium
Project Status	PM	Customer	Meeting
Team Status	PM	Development Team	Meeting
Project Review	PM	Planning Team	Meeting
Audit	QA	Sponsor	Meeting
Audit	QA	Owner of the Company	Meeting
Project Status Report	PM	Customer	E-mail

Contents	Frequency/Timing
SV,Demo,Issues,Risk,Ask	Bi-Weekly
Demo,Issues,Risk,Ask	Weekly
SV,Demo,Issues,Risk,Ask	Weekly
Status,Project Aim,Issues,Risk	Monthly
Status,Project Aim,Issues,Risk,Benefits	Monthly
SV,Issues,Risks	