

Message / Purpose	Responsibility	Audience	Medium	Content	Frequency
Project Status	PM	Customer	Meeting	Progress, Issues, Risks, Ask	Bi Weekly
Team Status	PM	Team	Meeting	Progress, Issues, Risks, Ask	Weekly
Suppliers Status	PM	Supplier	Meeting	Issues, Risks, Ask	Monthly
Budget Status	PM	Sponsor	Meeting	Progress, Issues, Risks	Monthly
Project Status Report	PM	Customer	Email	Progress, Issues, Risks	Bi Weekly