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| **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 |