1. **COMMUNICATION AND REPORTING**

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| **Type of Communication** | **Method / Tool** | **Frequency/Schedule** | **Information** | **Participants / Responsibles** |
| **Internal Communication:** | | | | |
| Project Meetings | Teamspeak and in person | Two Weekly and on event | Project status, problems, risks, changed requirements | Project Manager Project Team |
| Sharing of project data | Shared Project Server and in person | When available | All project documentation and reports | Project Manager  Project Team |
|  |  |  |  |  |
| Milestone Meetings | Teamspeak or in person | Before milestones | Project status (progress) | Project Manager Sub-project Team |
| Final Project Meeting | In person | M6 | Wrap-up  Experiences | Project Manager Project Team |
| **External Communication and Reporting:** | | | | |
| Project Report | Excel sheet | Monthly | Project status - progress - forecast - risks | Project Manager Sub-Project Managers |
| Belgium Campus Meetings | In person | Monthly |  | Project Manager, Belgium campus |
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