**Internal Communication Plan for Project “Global Mental Health and Suicidal rate”**

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| **Communication Activity** | **Objective** | **Method** | **Frequency** | **Attendees** |
| Project Start Meeting | Introduce project aims, goals, and deliverables | In person | One-time occurrence | Project team, stakeholders, sponsors, senior management |
| Weekly Progress Meetings | Review progress, address challenges, discuss tasks | In person | Every Thursday | Project team members, relevant stakeholders |
| Bi-weekly Reports | Share detailed updates on accomplishments and issues | Email | Every Thursday | Project team, management, key stakeholders |
| Ad hoc Updates and Discussions | Address urgent matters or significant project updates | Email, Teams | As needed | Concerned team members, project leads |
| End-of-Month Review Session | Summarize monthly achievements, challenges, and plans | In person | Last Thursday of the month | Project team, stakeholders, management |