

# TRENDS Communication Plan

Project Manager: Harika Reddy Puli

This communication plan describes our strategy for keeping the project's stakeholders sufficiently informed to avoid any disappointment regarding cost, schedule, or quality goals.

Stakeholder	Information needs	Trigger/Frequency	Medium	Ownership	Response
Chief Product Officer Project Manager	Project Kickoff Meet	Once	In-person Meeting	Chief Product Officer	To initiate the project and define scope of the project
Core Project Team	Team Standup	Daily (Start of the day)	In-person Meeting	Project Manager	Daily standup calls within the team to track progress
Project Manager Team Lead	Weekly progress report	Twice in a week	In-person Meeting	Team Lead	Team Lead informs the overall progress to Project Manager
Project Manager	Goal Setting Performance Analysis	Weekly	Email	Project Manager	Project Manager assigns the goals to the team
Chief Product Officer Project Manager	Biweekly Project Status Update	Biweekly	Virtual Meeting or Email	Project Manager	Project Manager informs the project status to CPO
Chief Product Officer Project Manager	Project Scope Review Meet	Monthly	In-person Meeting	Chief Product Officer	CPO reviews the progress of the project on

Core Development Team					monthly basis
Project Manager Team Lead Senior Developer	Requirements Re-Analysis	Due to change in requirements	In-person Meeting	Project Manager	Change in requirements leads to re-analysis of scope
Core Project Team	User-stories Update	Daily (End of the day)	Email	Team Lead	Team lead report team progress
Project Manager Team Lead Senior Developer	Project Schedule Lag Analysis	Due to missed deadlines	In-person Meeting	Project Manager	Discussion of factors causing missed deadlines and actions required
Chief Product Officer Project Manager Team Lead	Project Budget Review	Due to cost overrun	In-person Meeting	Chief Product Officer	Discussion of over budget issue and mitigation
Team Lead Development Team	Project Deviation Analysis	Failed Deliverables	In-person Meeting	Team Lead	Identifying issues deviating the progress
Project Manager Team Lead	Project Deviation Report	From Deviation Analysis	Email	Project Manager	TL informs PM
Core Project Team	Knowledge Sharing sessions Documentation Update	Risk Management	Presentations / Email	Project Manager	KSS in order mitigate risks like lack of expertise