What	Who/Target	Purpose	When/Frequency	Type/method(S)
Initiation Meeting, Project over view, Stakeholder identification	Project Team, Key Stakeholders	Officially kick-off the project	First meeting/Before project start date	In-person meeting
Distribute Project Initiation Plan/Project charter, Risk assessment and communication planning	Project Team, Key Stakeholders	Share project details and objectives and to gain buy in	After the initiation meeting	Email or Document Distribution
Project Kick off, Introduction of client, sponsor, project manager, and all team members Overview of project background, goals, scope, deliverables Reviewing of requirements documentation Highlighting key milestones and timelines Discussing project risks and mitigation strategies	Project sponsor, Project manager, all project team members, Client representative	Ensure common understanding of project objectives and scope, Establish clear expectations for team members, Align on project schedule and activities, Address questions and concerns from team Gain buy-in from all stakeholders	At start of project, prior to beginning work One time meeting	* In-person meeting or video conference * Presentation with slide deck outlining key details * Active discussion and collaboration * Share meeting minutes with attendees
Status report, Progress made in current reporting period Milestones/deliverables completed Planned activities for next period Outstanding issues, risks, action items Status update on budget and timeline	Project sponsor Client representative Other key stakeholders	Keep stakeholders informed on regular project status Increase visibility into project activities and health Proactively identify potential problems Enable data-driven decision making	Regularly scheduled **WEEKLY** throughout project cycle	Email with summary bullets Dashboards indicating progress and metrics Option for short follow up call or meeting to discuss details
Team meetings, Planning future projects and initiatives Brainstorming new ideas Working on shared tasks Pre-empting and overcoming challenges Improving communication	Leadership Team (Board of Directors, NOT stakeholders, only inside the company, leaders from each team, but not every member from each team).	Strategy Planning Project Management Project Leadership Any Issue Resolution from Previous Weeks or Current Issues Risk Management.	Regularly **WEEKLY** meetings	Meeting
	Board of Directors (CEO, CIO, CFO, anyone that has a title that starts with a capital 'C' and ends with a capital 'O'. aka; the chief officers).	Review detailed plans (certain tasks, deadlines, and action items). Review Project Plan Issue & Risk Assessment (Review from Leadership Team)	Regular **WEEKLY** meetings, at the initial stage of the project, then transition into **BI-WEEKLY,** or, if issues arise, return to a regular **WEEKLY** schedule.	Meeting Leverage Online if certain Team leaders are REMOTE.
	Functional teams	Provide expertise related to the topics, contribute content to project plan, and help verify project deliverables	Regular **WEEKLY** meetings or sometimes **BIWEEKLY** depending on project needs	Meeting Leverage Online if the BOD (Board of Directors) is spread out or in different time zones (i.e., the CEO is in America, CFO is in Europe).
	Entire project team	Project team updates. Key milestone updates/ Planning major project events	Regular **WEEKLY** meetings or as needed	In-person Meeting
Project Advisory/Steering Group Meetings Advocate for initiatives and projects across the wider organization Set the strategic direction of projects	Project sponsor, key stakeholders and Project Manager	Update on project discussion of obstacles and how to overcome them in order to achieve the project's goals.	Regularly scheduled. **QUARTERLY** is recommended. However meetings can be organized if necessary to resolve any critical issues.	In-person meeting