

Message/ Purpose	Responsibility	Audience	Medium	Contents	Frequency / Timing
Project Status	PM	Customer	Meeting	Demo, Issues, Risks, Ask	Bi-weekly
Team Status	PM	Team	Meeting	SV, Issues, Risks, Ask	Weekly
Audit	QA, PM	Team	Meeting	Compliance, Issues, Risks	Monthly
Audit	QA, PM	Team	Meeting	Compliance, Issues, Risks	Monthly
Project Status	Report, PM	Customer	Email	SV, Issues, Risks	Weekly