

## communications management plan

purpose	Responsibility	audience	medium	contents	frequency/ timing
project status	PM	customers	meeting	SV,demo,issues	weekly
team status	PM	Team	meeting	SV,demo,issues	weekly
project review	PM	steering committee	meeting	SV,demo,risks	monthly
audit	QA	PM, Team	meeting	issues,risks	monthly
status report	PM	customers	meeting	SV,issues,risks	weekly
marketing	Marketing team	PM	meeting	marketing status cost	weekly