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| From | To | What | When | How |
| Project Manager | Finance Director (PO)  Sponsor (Supplier) | Status Report | Every Month  Weekly (test phase) | Email |
| Team Leaders (BE and IE) | Project Manager | Progress Report | Weekly | Collaborative Tool |
| Team Leaders (BE and IE) | Project Manager | Estimative Report | Weekly | Collaborative Tool |
| Project Manager | Team Leader BE  Scrum Master | Tasks Specification | Every 2 Weeks | In person |
| Project Manager | Team Leaders | Planning Documents | Beginning of project | Collaborative Tool |
| Accounting Specialist | Project Manager Finance Director (PO) | Costs and Budget Report | Monthly | Email |
| Project Manager  (Supplier) | Finance Director  (PO) | Functional Specification document | After requisites revision | Collaborative Tool |
| Project Manager  (Supplier) | Finance Director  (PO) | Technical documentation for each module | After system specification | Collaborative Tool |
| Test team | Project Manager (Supplier) | Test Specification Document | After approval of tests specification | Collaborative Tool |
| Team Leader BE | Team BE members | Tasks Distribution | Weekly | In Person |
| Team Leader IE  Two Finance Specialists | Project Manager (Supplier) | Integration Report | After System Integration | Email |
| Test team | Project Manager (Supplier) | Acceptance tests report | After acceptance tests | Collaborative Tool |
| Pilot Coordinator | Project Manager (Supplier) | Pilot Report | After doing Pilot | Email |
| Team Leader BE | Project Manager (supplier)  Finance Director (PO) | User Manual | After acceptance tests | Collaborative Tool |
| Team Leader BE | Project Manager (supplier)  Finance Director (PO) | Installation Manual | After acceptance tests | Collaborative Tool |
| Team Leader BE | Project Manager (supplier)  Finance Director (PO) | Configuration  Manual | After acceptance tests | Collaborative Tool |
| Team Leader BE | Project Manager (supplier)  Finance Director (PO) | Training Materials | After acceptance tests | Collaborative Tool |
| Project Manager | Finance Director (PO) | DM4iRetail | After acceptance tests | Collaborative Tool |
| External Supplier | Finance Director (PO) | Warranty | After acceptance tests | Email |