Line of Communication Plan

S.N.	Document/Item to be reported and communicated	Date	Distribution Method: (Present Email, Postal)	Executive Sponsors	Steering Committee	Project Manager	System Analyst	Technical Coordinator	Team Leader	Software Developer	Designer	Database Designer	Quality Analyst	Document Writer	
1.	Project status report		Email/Presentation	To	To	From									1.
2.	Project Review		Email/Presentation	To	To	From									2.
3.	Team report (Business)		Email/Meeting			To	From								3.
4.	Team Report (Technical)		Email/Meeting			To		From							4.
5.	Product Report [UI, Database, Quality, document]		Email/Meeting/Present			To			From						5.
6.	Product Module Report		Present						To	From					6.
7.	UI Design Report		Present						To		From				7.
8.	Database Report		Present						To			From			8.
9.	Quality test report		Present						To				From		9.
10.	Document Report		Present						To					From	10.
11.	Team Moral		Meeting/Presentation						From	To	To	To	To	To	

EMAIL: item transmitted electronically via electronic mail

POSTAL: item transmitted in hardcopy via mail

PRESENT: presentation conducted in-person at physical location