

Communication Plan

Communication Type	Audience	Frequency	Medium/Tool	Purpose	Owner
Project Status Update	Project Team, Stakeholders	Weekly (Fridays)	Email, Microsoft Teams	Share progress, discuss blockers, align next steps	Project Manager
Daily Stand-up	Development Team	Daily (15 min)	Microsoft Teams / Zoom	Sync on tasks, raise immediate issues	Scrum Master / Project Manager
Design Review	UI/UX Designer, Project Manager, Stakeholders	Bi-weekly	Video Conference (Teams/Zoom)	Review design progress and get approvals	Project Manager
Risk Review Meeting	Project Manager, QA, DevOps, Team Leads	Bi-weekly	Video Conference	Identify new risks, review mitigation plans	Project Manager
Client Demo / Review	Client, Project Team	Monthly	Video Conference, Demo environment	Demonstrate progress, gather feedback	Project Manager
Ad-hoc Communication	Relevant team members	As needed	Email, Chat (Teams/Slack)	Resolve urgent issues or questions	Project Manager