

Audience	Information	Method	Schedule	Responsible Party
Customer/Sponsor	Forecast finish date and cost, any scope or objectives that are at risk	In-person	Friday at 11 am	Project manager
Management team	Summary of project status and performance, significant issues and successes	Bi-weekly email/Monthly in-person	Email every other Friday, management meeting Wednesdays at 10 am	Project manager
All team members	High-level status	Email	End of each week	Project manager
Finance	Cost performance, funding issues	Email	Ad-hoc	Project manager
Facilities	Scheduling information needed	Email	Ad-hoc	Project manager
Patient and Physician Services	Scheduling information needed	Email	Ad-hoc	
Continuing Care and Resident Life	Scheduling information needed	Email	Ad-hoc	
Project manager	Status updates	Email	Every Friday 4 P.M.	Team members
Change control board	Change requests	Updated shared documents	Every other Monday 2 P.M.	Change management lead
Project manager	Risk status	Updated shared documents	Every Monday 10 am	Risk management lead
Project manager	Development status, issues, successes	Telephone call	Every Monday 9 am	Vendor team lead