

Purpose of Communication	Deliverable	Type of Communication	Owner	Audience	Frequency
Project Status Meeting	Project Status	Verbal	Project Manager	Project Team	Weekly
Application Rationalization	Architectural Design	Face to Face Meeting	Project Manager, Cloud Aggies Consultant, System Architect	Business Analyst, Technology Analyst, Infrastructure Engineer, Project Team	Weekly
	Information Security Policies	Virtual Meeting	Project Manager, Security Analyst	Project Team, Cloud Aggies Consultant, Infrastructure Engineer	Monthly
Vendor Selection	Vendor Scorecard	Virtual Meeting	Project Manager	Cloud Aggies Consultant, Operations Manager, Business Analyst	Monthly
Feasibility and Impact Analysis	Feasibility Report	Report	Cloud Aggies Consultant, Business Analyst	Stakeholders, Sponsors, Project Team	Monthly
Initial Setup	Cloud Implementation scope document	Report	Cloud storage admin, business analyst, cloud aggie consultant	Project Team	As needed
	Requirement specification document	Report	Business analyst	Project Team	Once

	Technical specification document	Report	Technical analyst	Project Team	At the end of each project phase
	System architecture document	Report	Developer, System Analyst	Project Team	Once
Data Migration	Migration Assessment document	Report	Business Analyst, Infrastructure Engineer, Project Manager	CTO, C Suite	At the beginning of the project, revised before migration begins after the pilot.
	Pilot project report	Report	Project Manager, Developer, Infrastructure Engineer, Network Engineer	Business Analyst, Project Manager, C Suite	Once, after the pilot
Application Migration	Application Migration List	Report	Infrastructure Engineer, Business Analyst, Developer	CTO, Project Manager	Once, before application migration
	Application Migration Report	Report	Project Manager, Developer, Infrastructure Engineer, Network Engineer	Business Analyst, Project Manager, C Suite	Once, after the application migration phase
Data Network Optimization	Network monitoring report	Report	Project Manager, Cloud Admin, Infrastructure Engineer, Network Engineer	Business Analyst, Project Manager, C Suite	Weekly after the migration phase

	Optimization Plan	Report	Project Manager, Cloud Admin, Infrastructure Engineer, Network Engineer, Developer	Business Analyst, Project Manager, C Suite	Monthly , after analyzing network usage report
Change Management and Consolidation	Periodic health report of cloud infrastructure	Report	Project Manager, Cloud Admin, , Technical Analyst	Project Manager, C Suite	Weekly
	Cloud infrastructure review report	Report	Project Manager, Cloud Admin, Infrastructure Engineer, Network Engineer	Project Manager, C Suite , Business Analyst	Monthly
	Cloud infrastructure expansion plan	Report	Cloud Admin, Infrastructure Engineer, Network Engineer	Project Manager, C Suite , Business Analyst	Based on review report, Monthly
	Suppor and Maintenance Report	Report	Support Engineer, Support Analyst ,Project Manager	Project Manager, C Suite , Business Analyst	Monthly
	Patches and Root Cause Analysis for bugs	Report	Support Engineer, Support Analyst ,Project Manager	Project Manager, C Suite , Business Analyst	Monthly , but can vary according to support tickets
Project Closure	Project closure Report	Report	Project Manager, Business Analyst	Project Manager, C Suite	Once , after end of project

	Archive Lessons learned	Report	Project Manager, Cloud Admin, Infrastructure Engineer, Network Engineer , Technical Analyst , Cloud Aggies Consultant	C Suite , Similar Project teams within company	Once , after end of project
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