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| --- | --- | --- | --- | --- | --- |
| **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 |