

Stakeholder communication plan

Roger Henry	Product Owner	SS Systems	Roger_Henry@gmail.com	523-26-75	Written (reports, agendas, emails), oral (online meetings), formal	USA	GMT-5	Planning Demo	status \ project reports, strategic changes, risks, product scope	weekly updates
Ruby Case	Project manager	SS Systems	Ruby_Case@gmail.com	523-56-78	Written (reports, agendas, emails), oral (online meetings), formal	USA	GMT-5	Daily Planning Backlog refinement Sprint review Retrospective Demo	product scope, budget, risks, status \ project reports, product scope	daily updates
Fabian Brooks	Solution Architect	SS Systems	Fabian_Brooks@gmail.com	423-26-75	Written (reports, agendas, emails), oral (online meetings), formal	USA	GMT-5	Planning Architecture review Demo	technology requirements, product requirements, product scope	weekly updates
Emmett Whitaker	Business Analyst	SS Systems	Emmett_Whitaker@gmail.com	323-26-75	Written (reports, agendas, emails), oral (online meetings), formal	USA	GMT-5	Daily Planning Backlog refinement Sprint review Retrospective Demo	status \ project reports, strategic changes, risks, product scope, requirements	daily updates
Damien Olsen	Implementation SME	SS Systems	Damien_Olsen@gmail.com	523-21-45	Written (reports, agendas, emails), oral (online meetings), formal	USA	GMT-5	Planning Demo	product scope, product requirements, strategic changes, risks,	once per month
Lyric Vaughn	QA specialist	SS Systems	Lyric_Vaughn@gmail.com	485-26-75	Written (reports, agendas, emails), oral (online meetings), formal	USA	GMT-5	Daily Planning Backlog refinement Sprint review Retrospective Demo	technology requirements, product requirements, product scope	daily updates
Marlene Moreno	QA specialist	SS Systems	Marlene_Moreno@gmail.com	123-26-75	Written (reports, agendas, emails), oral (online meetings), formal	USA	GMT-5	Daily Planning Backlog refinement Sprint review Retrospective Demo	technology requirements, product requirements, product scope	daily updates
Camron Pratt	Back-end developer	SS Systems	Camron_Pratt@gmail.com	523-26-24	Written (reports, agendas, emails), oral (online meetings), formal	USA	GMT-5	Daily Planning Backlog refinement Sprint review Retrospective Demo	technology requirements, product scope	daily updates

Allisson Levy	Back-end developer	SS Systems	Allisson_Levy@gmail.com	523-75-75	Written (reports, agendas, emails), oral (online meetings), formal	USA	GMT-5	Daily Planning Backlog refinement Sprint review Retrospective Demo	technology requirements, product scope	daily updates
Pranav Steele	Back-end developer	SS Systems	Pranav_Steele@gmail.com	523-21-75	Written (reports, agendas, emails), oral (online meetings), formal	USA	GMT-5	Daily Planning Backlog refinement Sprint review Retrospective Demo	technology requirements, product scope	daily updates
Gabriela Sims	Designer	SS Systems	Gabriela_Sims@gmail.com	253-26-75	Written (reports, agendas, emails), oral (online meetings), formal	USA	GMT-5	Daily Planning Backlog refinement Sprint review Retrospective Demo	product requirements, product scope, user feedback, user training	daily updates one per two weeks
Sullivan Wiley	Front-end	SS Systems	Sullivan_Wiley@gmail.com	352-26-75	Written (reports, agendas, emails), oral (online meetings), formal	USA	GMT-5	Daily Planning Backlog refinement Sprint review Retrospective Demo	technology requirements, product scope	daily updates
Luis Sharp	Front-end	SS Systems	Luis_Sharp@gmail.com	723-26-35	Written (reports, agendas, emails), oral (online meetings), formal	USA	GMT-5	Daily Planning Backlog refinement Sprint review Retrospective Demo	technology requirements, product scope	daily updates

Name	Project Role	Company	Communication channels		Communication format	Location	Time zone	Meetings to Involve	Messages	Frequency
			Email	Phone						
Eli Solomon	ikea chief executive	Ikea	Eli_Solomon@gmail.com	586 98 96	Written (reports, agendas, emails), oral (online meetings), formal	Ukraine	GMT +3	Elicitation MVP release Demo	Elicitation agenda , budget, status \ project reports, requirements and change strategies to be approved	Once in two weeks
Zoie Weber	Domain SME	Ikea	Zoie_Weber@gmail.com	785 96 25	Written (reports, agendas, emails), oral (online meetings), formal	Ukraine	GMT +3	Elicitation MVP release Demo	Elicitation agenda	When it is needed
Jamya Johnston	Ikea employee (purchasing manager)	Ikea	Jamya_Johnston@gmail.com	456 93 20	Written (reports, agendas, emails), oral (online meetings), formal	Ukraine	GMT +3	Elicitation	Elicitation agenda, user guide	When it is needed

Bernard Lindsey	Ikea employee (client support team lead)	Ikea	Bernard_Lindsey@gmail.com	785 41 23	Written (reports, agendas, emails), oral (online meetings), formal	Ukraine	GMT +3	Elicitation	Elicitation agenda, user guide	When it is needed
Nina Fowler	Investor	XXX company	Nina_Fowler@gmail.com	659 32 18	Written (reports, agendas, emails), oral (online meetings), formal	Ukraine	GMT +3	MVP release Soft launch Demo	Status \ project reports,	Once in two weeks (up to investor)
Elise Lane	Head of design agency	XXX X company	Elise_Lane@gmail.com	026 36 94	Written (reports, agendas, emails), oral (online meetings), formal	Ukraine	GMT +3	Elicitation Soft launch Demo	Elicitation agenda, user guide	When it is needed
Morgan Riggs	Head of design agency	XXXXX company	Morgan_Riggs@gmail.com	845 96 35	Written (reports, agendas, emails), oral (online meetings), formal	Ukraine	GMT +3	Elicitation Soft launch Demo	Elicitation agenda, user guide	When it is needed