Communication plan

Activity	Input	Output	Responsible	Chairperson	Schedule
Status Report (review of current project status, issues, delayes)	Open issues, open risks, open change requests, actual date, tasks schedules for this week, tasks completed last week, tasks scheduled for the next week, project summary, blockers	Status Report (updated status, solved issues, discussed delayed, mitigated risks, scheduled and planned tasks, identify blockers)	Project Manager	Product Owner Business Analyst Development Team	Weekly
Financial Report (balance sheet review, potential issues, risks)	Financial documentation, potential issues, risks	Approved documentation, discussed risks	Project Manager	Product Owner Business Analyst Finance Team	At the end of the each sprint
Kick-off meeting	Project management methodologies, deliverables, project objectives, project background, purpose, scope, tools, roles, stakeholders list, dependencies	Established common project goals, onboarding for the team, oriented to work together team	Project Manager Business Analyst	Project Manager	Once, at the begging of the project
Feature Refinements / Backlog Prioritization Meetings	List of features, questions about features, list of backlog items, prioritization technique	Refined features, prioritized backlog	Product Owner Business Analyst	Product Manager	As needed, but not less than two times per week
Backlog Refinement Meeting	User stories, issues that are connected with them	Refined backlog	Project Manager Business Analyst Development Team	Business Analyst	Two times a week
Sprint Planning meeting	Refined features and backlog, prioritized backlog	Planned sprint	Project Manager Business Analyst Development Team	Project Manager	Once, before each sprint beggins
Daily Standup Meetings	Daily statues of everybody's work, updated status of each sprint task, issues, questions, blockers	Updated information about sprint, tasks and project statutes, identify blockers	Project Manager Project Development Team	Project Manager	Every day
Sprint Demo Meeting	Developed demo version of an application	Approved | commented demo	Product Owner Business Analyst Project Manager Project Delivery Team	Business Analyst	Once, at the end of each sprint
Sprint Review Meeting	The sprint goal, sprint backlog, and the product increment that the team actually produced during the sprint	Refined product backlog, updated release plan	Project Manager Product Owner Business Analyst Development Team QA	Business Analyst	Once, at the end of each sprint
Sprint Retrospective Meeting	The tangible pre-work items (focus, exercises, and objective data)	Improvement actions	Project Manager Business Analyst Development Team	Project Manager	Once, at the end of each sprint