

## Communication Plan

Communication	Method	Frequency/Schedules	Goal	Responsible Person	Audience
Project Status Report	Email	Weekly	Review the game's development status and discuss any issues or delays.	Project manager	Project team + Project sponsor
Team Standup	Meeting (Parsec and ShotGrid)	Daily	Discuss the actions each crew member took yesterday, the tasks they will complete today, and any difficulties they faced.	Project manager	Crew (Game Development, Testing, QA)
Game Review	Meeting (Frame.io)	At milestones	Showcase the game in Alpha and Beta Testing (Open/Closed). Gather game-playing responses, investigate bugs, glitches, and unknown game crashes, and discuss future stages.	Project manager	Crew (Game Development, Testing, QA) + Project Sponsor + General Public
Post - Mortem Meeting	Meeting	At end of the Game Development	Examine what worked and what did not, and consider takeaways that could be used in the future.	Project manager	Crew (Game Development, Testing, QA)
Task Progress Updates	Gantt Chart	Daily	Share your daily project progress.	Project manager	Crew (Game Development, Testing, QA)