

Communication Management Plan					
Message / purpose	Responsibility	Audience	Medium	Contents	Frequency / Timing
Project status	PM	Customer	Meeting	Demo,Risks,Ask	Bi-weekly
Team status	PM	Team	Meeting	Demo,Risks,Ask	weekly
Project Review	Employess	PM and Team	Meeting	project status,issues	Daily
Audit	QA	PM and Team	Meeting	compliance, issues, Risks	Monthly
Project status report	PM	Customer	Email	Issues,Risks	weekly