

Communications Plan Template for Project: AHI Marketing Analytics & Customer Engagement App					
Communications item forum (What)	Owner (Who-Sender)	Audience (Who-Receiver)	Timing (When)	Format medium (How) (Where)	Purpose (Why)
Project Kick-off Meeting	Cary Manning (PM)	All Project Stakeholders	Project Start	Virtual Meeting (Zoom/Teams)	Introduce project objectives, roles, and expectations
Weekly Status Update	QA Specialist	Project Team, Sponsor	Weekly	Email	Provide updates on project progress, challenges, and milestones
Quality Control Report	QC Analyst	Project Manager, QA Team	Bi-weekly	Shared Document (Google Drive)	Report on quality control activities, findings, and recommendations
Monthly Project Review Meeting	Cary Manning (PM)	Stakeholders, Sponsor	Monthly	Virtual Meeting	Review project milestones, discuss risks, and alignment to goals
Security Compliance Audit Report	IT Technician	Project Manager, QA Specialist	Quarterly	Email Report	Ensure data security measures are in place and compliant
Customer Usability Testing Results	QA Specialist	Project Team	After Testing Cycle	Presentation (PowerPoint)	Share insights from usability tests to improve customer experience
Final Project Report	Cary Manning (PM)	Sponsor, Stakeholders	Project End	Document (PDF)	Summarize project outcomes, achievements, and lessons learned
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