PROJECT NAME	PROJECT MANAGER	PROJECT LEAD	PROJECT ID	DATE OF LAST UPDATE	
Sustainable Environment Awareness Event	KD	SD	A0000-9876	Wednesday, November 22, 2023	

COMMUNICATION METHOD	DELIVERY METHOD	RECIPIENTS	PURPOSE OF COMMUNICATION	GOAL	FREQUENCY	AUDIENCE	OWNER / SENDER	PROJECTED START DATE	COMMENTS	CONCERNS
Meeting	Online	Dave, Christine	Provide project scope, milestones and budget status.	Share project plan	Ongoing	Volunteers	KD	Jan 1st , 2024	Your expertise in event coordination, logistics, and marketing is vital. We request your continued execution of assigned tasks and active promotion to ensure the seamless execution of the project. Your high interest and medium power are key factors in driving the project forward.	
Meeting	In-Person	Mary, Howard	Communicate key decisions and status updates on goals, and challenges	Update Project Status	Weekly	Sponsors	KD	Jan 10th, 2024	We extend our gratitude for your financial support and in-kind contributions. Your funding, as per our agreement, is crucial to the project's success. We also value the visibility of our branding as part of our partnership. With your high power, we trust in the continued success of our collaboration, despite a relatively low interest.	
Email	Online	Tom, Patrick	Review assigned tasks and their progress	Review meeting	Daily	Participants	SD	Jan 1st , 2024	Your role as walk/run participants, auction bidders, and concert attendees is pivotal. We encourage your active participation and engagement to create a vibrant and successful event. Your high interest and medium power contribute significantly to the project's overall atmosphere.	
Meeting	In-Person	Cherry, Lowen	Distribute files, project plan, designs, and blueprints.	Share documents	Weekly	Attendees	SD	Feb 10th, 2024	As community members and supporters, your attendance and efforts in spreading awareness are greatly appreciated. Your high interest in the project is acknowledged, even with a lower level of power. Your collective presence adds immense value to the success of our endeavor.	
Shared Documentation	Online	Tom, Patrick, Dave, Christine, Mary, Howard, Cherry, Lowen	Discuss project's progress, projected risks and mitigation strategies	Discuss Risks	Bi-Weekly	Project Team	KD	Jan 10th, 2024	Thank you for all of your ongoing support and dedication. We look forward to a collaborative and successful project.	