

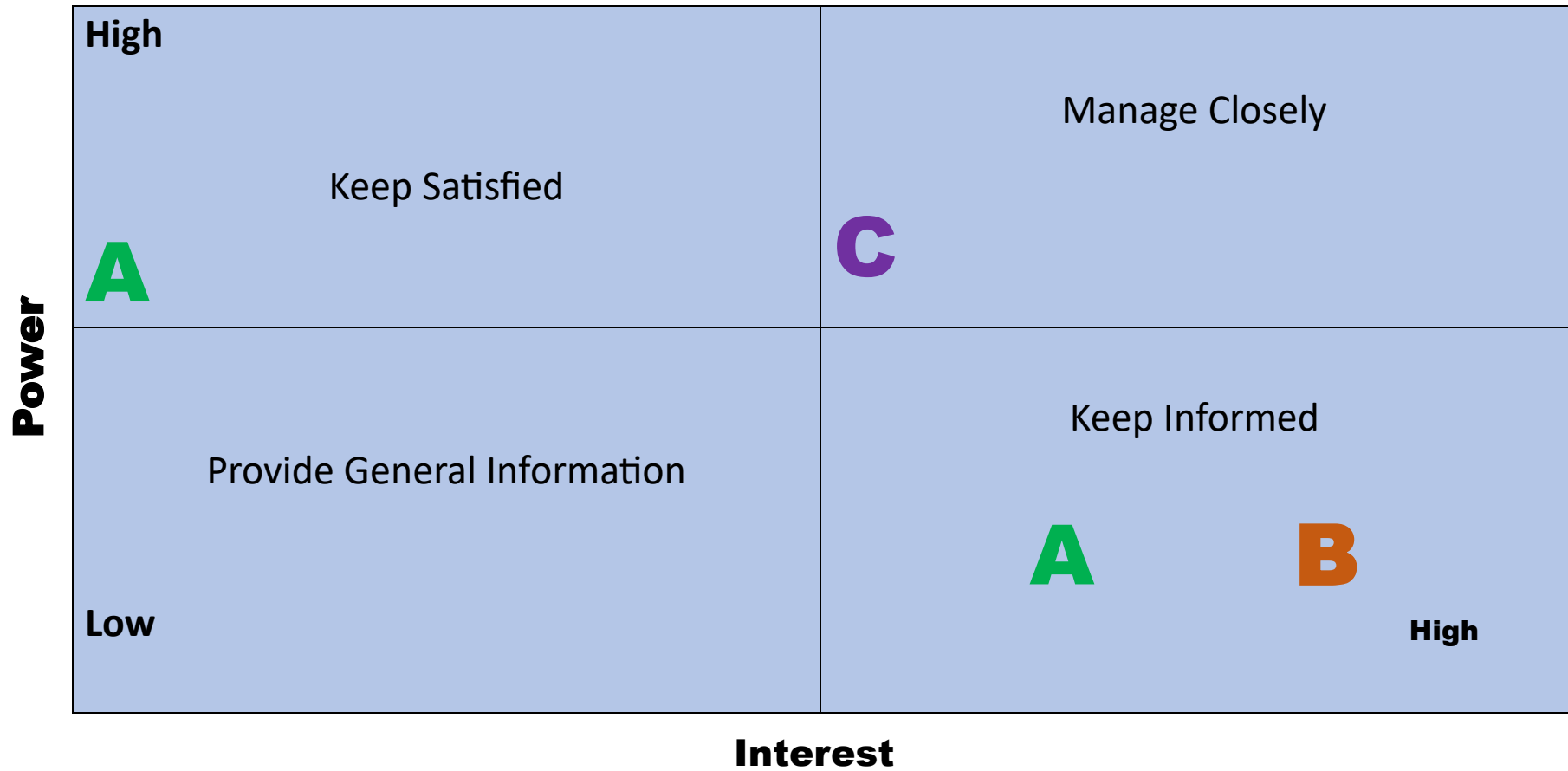
FPD BEVERAGE COMPANY PROJECT COMMUNICATION PLAN

Sponsor: Paul Reporting

Project Manager: Jamia Russell

What Information	Target Audience	When?	Method of Communication	Provider
Project Plan	Management, Sponsor, EOC, Analyst Team	ASAP	Email and Hardcopy	Project Manager
Milestone Status Report	EOC, Sponsor, Management	Biweekly	Email and Hardcopy	Project Manager
Project Status Reports and Agendas	EOC, Sponsor, Management	Weekly	Email and Hardcopy	Project Manager
Team Status Reports	PM	Weekly	Email	Analyst Team – Designated Recorder
Issue Reports	EOC, Management	Weekly	Email	Project Manager
Escalation Reports	EOC, Management, EOC	When needed	Meeting & Hardcopy	Project Manager
Issue Identification Document(s)	Management EOC, PM, Sponsor	End of Phase 3	Email	Project Manager Analyst Team – By Focus
Protocol for Pre-Processing/ERP Status Report	Management, PM, Sponsor	Phase 2	Meeting	Analyst Team
Training Schedule	PM, Analyst, Management, Sponsor	Phase 2	Email & Hardcopy	Big Data Training Group
Dashboard Design	PM, Management, Sponsor	Phase 2	Email, Meeting, Physical Copy	Analyst Team
Model Proposal	PM, Management	End Phase 4	Meeting, Email, Hardcopy	Analyst Team – By Focus

Stakeholder Communication



A: EOC

B: Management Team

C: Analyst Team