**Communication Plan**

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| Stakeholder Group | Communication Method | Frequency | Content | Owner |
| Project Sponsor (Pratik Bedi) | Email Updates, Meetings | Bi-Weekly | Progress updates, risk management, budget status | Project Manager |
| Project Manager (Jibin K Sebastian) | Daily Check-ins | Daily | Task status, blockers, upcoming milestones | Data Analysts Team |
| Toronto Municipal Housing and Urban Development | Formal Reports, Presentations | Monthly | Dashboard insights, data trends, actionable recommendations | Project Manager |
| City Planners | Workshops, Emails | Bi-Monthly | Dashboard training, best practices in data use | Project Manager |
| Property Managers | Email Newsletters | Monthly | Key findings, building performance summaries | Communication Lead |
| Residents | Webinars, Public Dashboard | Quarterly | Overview of building scores, resident satisfaction trends | Communication Lead |
| IT Department | Technical Meetings | Ad-Hoc (as needed) | Compatibility checks, integration updates | IT Lead |
| Data Analysts Team | Stand-up Meetings | Daily | Task assignments, data quality checks, progress tracking | Project Manager |
| Policy Makers | Policy Briefings, Reports | Quarterly | Impact analysis, recommendations for housing standards | Project Sponsor |
| Community Organizations | Community Meetings, Social Media | Semi-Annual | Project outcomes, public insights | Communication Lead |