Message / Purpose	Responsibility	Audience	Medium	Contents	Timing
Project Status	PM	Customer	Meeting	Prototype – Timeline	Monthly
Team Status	PM	Team	Meeting	Workflow	Weekly
Project Review	PM	Business Owners – Investors	Meeting – Email	Workflow – prototype – timeline	Monthly
Audit	QA	PM – team	Meeting	Risk – workflow	Weekly
Project Status Report	PM	Customer	Email	Prototype – Timeline	Monthly