

## COMMUNICATIONS PLAN

Stakeholders	What	When	How	Who	Where
Professor	Objective of the non-profit	Start of the project	In Person	Project Manager	Classroom/Office
	Status of project	Weekly	Online/In Person	Project Manager	Email/Zoom/Office
	Issues of project	Weekly	Online/In Person	Project Manager	Email/Zoom/Office
	Team introduction	Final Day - 27th April 2022	In Person	Team	Classroom
Team Member	Team meeting schedule/information	Weekly	Online/In Person	Project Manager	Email/Zoom/Classroom
	Scope of work	Start of the project	Online/In Person	Project Manager	Email/Zoom/Classroom
	Change requests	Adhoc	Online/In Person	Project Manager	Email/Zoom/Phone
	Deadlines	Start of the project	Online/In Person	Project Manager	Email/Zoom/Phone
Panel	Objective of the non-profit	Final Day - 27th April 2022	In Person	Team	Classroom
	Motivation for the non-profit	Final Day - 27th April 2022	In Person	Team	Classroom
	Anticipated profit	Final Day - 27th April 2022	In Person	Team	Classroom
	Team introduction	Final Day - 27th April 2022	In Person	Team	Classroom
	Future course of action	Final Day - 27th April 2022	In Person	Team	Classroom
Other Team Members	Problem statement	Final Day - 27th April 2022	In Person	Team	Classroom
	Challenges faced and resolution	Final Day - 27th April 2022	In Person	Team	Classroom
Project Manager	Issues and roadblocks	Adhoc	Online/In Person	Team Members	Email/Zoom/Phone
	Status/progress Updates	Twice a week	Online/In Person	Team Members	Email/Zoom/Phone
	Suggested causes for existing problems	Adhoc	Online/In Person	Team Members	Email/Zoom/Phone