

Communications Plan for Project: Success Investor Day					
Communications Item Forum (What)	Owner (Who-Sender)	Audience (Who-Receiver)	Timing (When)	Format Medium (How) (Where)	Purpose (Why)
Twice weekly status meeting	Juan Cortez	Sandra Morgan Ramesh Patel Sophia Lamar Sarah Kim Priya Singh Michael Watson Valerie Shannon	2x every week. Tuesday and Thursday 9 to 9:30am. Continuous.	Conference room A. In person and virtual.	Review schedule, scope, budget, venue, speakers, agenda, open issues/risks, road blocks.
Weekly project status report	Juan Cortez	All key stakeholders	Weekly by Friday at 10am. Continuous.	Email	Provide overview of key project status issues.
Change Control Board	Juan Cortez	Sandra Morgan All Success Inc. Department leads	Weekly 2 weeks on Monday at 10 to 10:30am. Continuous.	Conference room A. In person and virtual.	Review change requests. Approve or disapprove.
Sponsor 1:1 Meeting	Juan Cortez	Sandra Morgan	Weekly. Friday 9 to 9:30am. Continuous.	Virtual meeting	Update sponsor on status, blockers, risks.
Venue/Catering	Priya Singh	Sarah Kim Ramesh Patel Juan Cortez	Weekly. Monday 10 to 10:30am. Continuous.	Virtual meeting	Search, issues and finalize venue and catering.
AV/IT Support	Sophia Lamar	Juan Cortez IT	Weekly. Monday 9 to 9:30am. Continuous.	Virtual meeting	Requirements, issues and finalize AV/IT.
Speakers/Agenda	Priya Singh	Valerie Shannon Juan Cortez	Weekly. Monday 9:30 to 10am. Continuous.	Virtual meeting	Search, issues and finalize speakers.
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