Message / Purpose	Responsibility	Audience	Medium	Contents	Frequency / Timing
Project Review	PM	Manager	Meeting/ Email	Demo, Status, Issues, Risks	Monthly
Project Review	PM	Sponsor	Meeting	Demo, Status, Risks, Ask	Weekly
Team Status	PM	Developing Team	Meeting	Status, Issues, Risks, Ask	Weekly
Audit	QA	Developing Team	Meeting	Compliance, Issues, Risks	Monthly
Audit	QA	Marketing Team	Meeting	Compliance, Issues, Risks	Monthly
Team Status	PM	Marketing Team	Meeting	Status, Issues, Risks, Ask	Weekly
Project Status	PM	Customers	Meeting / Email	SV, Demo, Issues, ASK, Risks	Weekly