



Stakeholder Engagement assessment matrix

stakeholder	unaware	resistant	neutral	supportive	leading
Company manager	C			D	
team				CD	D
customer			C	D	
sponsor			C	D	
Department's owner	C		D		
banks	C		D		

Communications management plan

Message/ purpose	responsibility	audience	medium	contents	timing
Project status	PM	customer	meeting	Risks, issues, ask, adding, and opportunities	By weekly
Team status	Team leader	team	meeting	Risks, issues, ask, task delivery, and adding	By weekly
Project review	PM	Team, customer	meeting	Risks, issues, ask, task delivery, and adding	By two weekly
Audit	QA	PM, team	meeting	Issues, risks, and compliance	monthly