		Communication Plan			
Stakeholder	**What**	**When**	**How**	**Who**	**Where**
Professor	Timeline for project	At start of the project	In-person	Team Evergreens	Class
	Project progress	Weekly	Online/In-person	Team Evergreens Project Manager	Email/Zoom/Class
	Problems/doubts regarding the deliverables	Weekly	Online/In-person	Team Evergreens	Email/Zoom/Class
Team Members	Task assignment and Task deadline	Weekly	Online/In-person	Team Evergreens Project Manager	Zoom/Class
	Time and days the team need to meet	Weekly	Phone/Online/In-person	Team Evergreens Project Manager	Whatsapp Group/Zoom/Class
	Status of the project	Weekly	Phone/In-person	Team Evergreens Project Manager	Whatsapp/Zoom/Class
	Change requests for project deliverables	At occurrence	Online/In-person	Professor	Email/Zoom/Class
	Sudden changes in scheduled plans/meets and tasks	At occurrence	Phone/In-person	Team Evergreens Project Manager	Whatsapp/Zoom/Class
	Conflicts between team members	At occurrence	Phone/Online/In-person	Team Evergreens	Whatsapp Group/Zoom/Class
Project Manager	Progress on deliverables and task with regards to the project schedule	Twice a week	Phone/Online/In-person	Team Evergreens	Call/Text/Email/Class/Zoom
	Availability of the team members for team meeting	Weekly	Online/In-person	Team Evergreens	Email/Zoom/Class
	Scope of project	At start of the project	Online/In-person	Professor	Email/Zoom/Class
	changes in team or requirements	At occurrence	Online/In-person	Professor	Email/Zoom/Class
	Difficulty faced by team members while working on the deliverables	Weekly	Online/In-person	Team Evergreens	Email/Zoom/Class
Investors/Panel	Communicate the project plan	On April 27th, 2022 at 6:00 pm	Project Presentation	Team Evergreens	In Class/Zoom
	Total funds requirement	On April 27th, 2022 at 6:00 pm	Project Presentation	Team Evergreens	In Class/Zoom
	Showcase best execution for the project	On April 27th, 2022 at 6:00 pm	Project Presentation	Team Evergreens	In Class/Zoom
Collaborators					
Health Department					
Researchers & Medical Organizations					