**Project Communication Plan**  
**Project Name:** GreenLeaf Medical Delivery  
**Prepared By:** [Your Name]  
**Date:** [Insert Date]

Effective communication is crucial for the success of the GreenLeaf Medical Delivery project. This communication plan outlines the communication strategies, stakeholders, methods, frequency, and responsibilities to ensure transparency and alignment among all project participants.

**Communication Objectives**

* Ensure all stakeholders receive timely and relevant project updates.
* Facilitate collaboration between project teams, sponsors, and external partners.
* Maintain documentation of project progress, issues, and decisions.
* Establish clear escalation procedures for risk mitigation.

**Stakeholder Communication Matrix**

| **Stakeholder** | **Communication Type** | **Frequency** | **Delivery Method** | **Responsible Party** |
| --- | --- | --- | --- | --- |
| Project Sponsors (Arun Goud, Rutul Patel) | Status Reports | Bi-Weekly | Email & Meetings | Project Manager |
| Project Team | Daily Stand-ups | Daily | Virtual Meeting | Project Manager |
| IT Team | Technical Updates | Weekly | Email & Slack | IT Lead |
| Business Development Team | Partnership Updates | Monthly | Meeting | BD Lead |
| Legal & Compliance Team | Regulatory Compliance | Bi-Weekly | Email & Meeting | Compliance Officer |
| Marketing Team | Campaign Progress | Monthly | Email & Meeting | Marketing Lead |
| Investors | Financial Updates | Quarterly | Reports & Meetings | Finance Team |
| Dispensary Partners | Service Integration | As Needed | Email & Call | Operations Manager |

**Communication Methods & Tools**

* **Email:** Primary method for formal updates and documentation.
* **Meetings:** Scheduled video conferences, in-person meetings as necessary.
* **Slack/Teams:** Real-time messaging and issue resolution.
* **Project Management Software (e.g., Trello, Asana):** Task tracking and progress updates.
* **Reports:** Periodic status reports and milestone tracking.

**Meeting Schedule**

| **Meeting Type** | **Participants** | **Frequency** | **Purpose** |
| --- | --- | --- | --- |
| Project Kickoff | All Stakeholders | Once | Introduce project scope and objectives |
| Weekly Team Meeting | Project Team | Weekly | Progress updates, issue resolution |
| Bi-Weekly Sponsor Meeting | Sponsors, Project Manager | Bi-Weekly | Status updates, major decisions |
| Monthly Review | All Teams | Monthly | Review progress, discuss risks |
| Quarterly Investor Meeting | Investors, Finance Team | Quarterly | Financial status and projections |

**Escalation Process**

* **Level 1:** Project Team discusses and resolves minor issues internally.
* **Level 2:** If unresolved, escalate to Project Manager for resolution.
* **Level 3:** Major issues affecting cost, scope, or schedule escalate to Sponsors.
* **Level 4:** Compliance/legal issues escalate to external regulatory bodies if necessary.

**Document Management & Distribution**

* All project-related documents will be stored in a secure, shared online repository (Google Drive, SharePoint).
* Access permissions will be granted based on role and responsibility.
* Meeting minutes and decisions will be documented and shared post-meeting.

**Conclusion**

This communication plan will be reviewed and updated as needed to ensure alignment with project goals and stakeholder needs. Regular feedback will be gathered to improve communication effectiveness.