

TYPE OF COMMUNICATION	OBJECTIVES	METHOD OF COMMUNICATION	FREQUENCY	RECIPIENTS	PERSON RESPONSIBLE	DELIVERABLE	FORMAT
Project Updates	Share progress and milestones	Email	Weekly	All Team Members	Project Manager	Project Status Report	PDF/Email
Stakeholder Meetings	Discuss project status and requirements	Virtual Meetings	Bi-weekly	Stakeholders	Project Manager, Business Analyst	Meeting Minutes	Word/PDF
Team Collaboration	Coordinate tasks and resolve issues	Slack/Teams/JIRA	Daily	All Team Members	Project Manager	Task Assignments	Chat/ Document
Standup Meetings for Design and Development	Update daily accomplishments and plan, Review and approve UI/UX designs, Coordinate backend and frontend tasks	Slack/Teams/JIRA	Daily	UI/UX Designer, Backend Developer, Frontend Developer	Technical Analyst, Quality Assurance	Approved Designs, Development Progress Report	Images/PDF Spreadsheet
Quality Assurance	Testing and ensuring product quality	Meetings	As needed	Product Owner, Project Manager, Business Analyst	Quality Assurance	Test Reports	Presentation
Marketing Strategy	Plan and execute marketing strategies	Microsoft Teams	As needed	Product Owner	Marketing Lead	Campaign Brief	Presentation
Customer Feedback	Gather feedback for project improvement	Surveys/Feedback Forms	Monthly	Customers	Customer Service Rep	Feedback Analysis Report	Excel/ Presentation
Training Sessions	Provide training for project tools	Virtual Meetings	Quarterly	All Team Members	Customer Service Rep	Training Specialist	Training Materials