Votify Communication Matrix Template

COMMUNICATION	PURPOSE	MEDIUM	FREQUENCY	AUDIENCE	OWNER	DELIVERABLE
Kickoff Meeting	Introduce project. Review objectives and goals. Identify any possible road blocks	In person / Face-to-face	Once	Project team	Project manager	Agenda
Project Team Meetings	Review status of project	Whatsapp or Google Hangout	Weekly (Friday)	Project team	Project manager	Agenda Project schedule
Technical & Creative Design Meetings	Discuss, review technical & design problems and solutions.	Whatsapp or Google Hangout	As needed	Project team	Technical lead Creative lead	Agenda
Project Status Reports	Detailed report on project status including progress, costs, and problems.	Email / Website Update	Bi weekly	Project manager Stakeholders	Project manager	Project status report Project schedule