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| Communication | Frequency | Goal | Audience | Communication Type | Priority |
| Project Status Report | Weekly | To share current status of the project with summary of budget, deliverables & issues . | Project Sponsor, Project Manager, Project Team | Meeting Or Video Conference | High |
| Project Status Email | Weekly | To share current status of the project with summary of budget, deliverables & issues. | Marketing Manager, Finance Manager, Project Sponsor | Email with status Report Attachments | High |
| Team Meetup | Everyday | To discuss what team members did yesterday and what they will do today and any blockers. | Project Manager, Project Team | Meeting Or Video Conference | Medium |
| Project Review | Every Milestone | To see project deliverables status, what to do next & gather feedback | Project Sponsor, Project Manager, Project Team | Meeting | Low |
| Change Request | On Occurrence | Any changes request made by project sponsor or other stakeholders needs to be discussed. | Project Manager, Team Lead, Project Sponsor | Meeting Or Email | High |
| Task Progress Updates | Everyday | Share the status of the pending, running & completed tasks | Team Lead, Project Team, Project Manager | Team Gantt Chart or Task Board | Medium |
| Issues Regarding Development | On Occurrence | To share issues project team ran into while development | Project Manager, Team Lead | Meeting Or Email | Medium |
| Lessons Learned | After Project Completion | To review project and issue regarding project and lessons that everyone learned while running into issues and record mistakes to avoid next time. | Project Manager, Team Lead, Project Team | Meeting | Medium |
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