|  |  |
| --- | --- |
| **Keep satisfied** | **Manage closely** |
| * Weekly updates * Invitations on certain occasions | * Daily updates * Regular invites to exclusive events * Personal contact |
| **Monitor** | **Keep informed** |
| * Monthly updates | * Weekly updates * Invitations to certain events |

A picture containing shape

Description automatically generated

Signature:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| communication | frequency | purpose | responsible | medium |
| Project team |  |  |  |  |
| Project status report | weekly | Review project objectives and discuss blockers | Project manager | meeting |
| Team standup | daily | Keep the team updated with current work and future work, discuss issues | Project manager | meeting |
| Task progress updates | daily | Up to date progress on tasks | Project manager | meeting |
| Project review | At milestones | Discuss project progress, review, and discuss future work | Project manager | meeting |
| Deadline | End of project | Monitor and review project, make sure to accomplish all objectives | Project manager | meeting |
| Project sponsor |  |  |  |  |
| Project status report | weekly | Updated project progress, discuss blockers | Project manager | meeting |
| Project review | Al milestones | Discuss project progress, review, and discuss future work | Project manager | meeting |