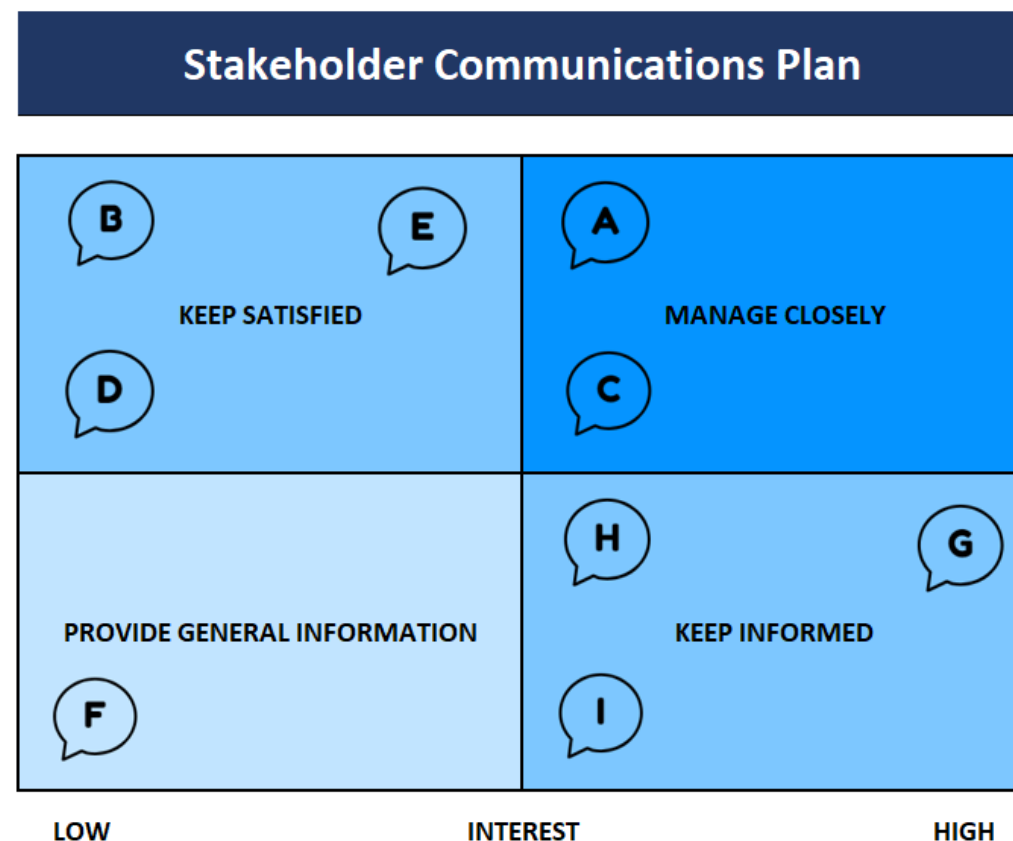




COMMUNICATION PLAN

STAKEHOLDER REGISTER								
Name	Role	Contact	Category	Power (H/L)	Interest (H/L)	Expectations	Requirements	Communication Frequency
Olivia Johnson	Head of WhatsApp	olivia.johnson@example.com	Internal	H	H	Project success, Strategic alignment, Growth	Email and Video Conference	Bi-weekly
Ethan Miller	VP Global Communications	ethan.miller@example.com	Internal	H	L	Project to be delivered on time within budget	Email and Video Conference	Bi-weekly
Sophia Davis	Chief Technical Officer	sophia.davis@example.com	Internal	H	H	Proper strategic technical direction and performance oversight	Email and Video Conference	Bi-weekly
Mason Thompson	Chief Information Officer	mason.thompson@example.com	Internal	H	L	Information security, compliance, resource efficiency	Email and Video Conference	Bi-weekly
Ava Mitchell	Chief Architect	ava.mitchell@example.com	Internal	H	L	Sound architectural design, innovation, scalability	Email and Video Conference	Bi-weekly
Liam Parker	Director of Product Design	liam.parker@example.com	Internal	L	L	Exceptional user experience, design innovation	Email and Video Conference	Weekly
Noah Turner	Technical Director	noah.turner@example.com	Internal	L	H	Technical excellence, project implementation success	Email and Video Conference	Weekly
Isabella Carter	Director of General Counsel	isabella.carter@example.com	Internal	L	H	Legal compliance, risk mitigation, contract integrity	Email and Video Conference	Weekly
Emma Roberts	Solution Architect	emma.roberts@example.com	Internal	L	H	Proper solution architecture definition and alignment	Email and Video Conference	Weekly



Code	Stakeholder roles
A	Head of WhatsApp
B	VP Global Communications
C	Chief Technical Officer
D	Chief Information Officer
E	Chief Architect
F	Director of Product Design
G	Director of General Counsel
H	Technical Director
I	Solution Architect

COMMUNICATION PLAN MATRIX				
What Information	Target Audience	When	Method of Communication	Provider
Daily Status Reports	Senior Staff and Project Manager	Daily	Meeting and Email	Junior Staff
Issues reports	Junior Staff and Project Manager	Daily	Email	Senior Staff
Weekly Status Reports	Project manager	Weekly	Email	Staff
Project Status Reports	Staff	Weekly	Email	Project manager
Milestone reports	Leadership	Monthly	Email	Project Manager
Escalation reports	Staff	As required	Meeting and Email	Project Manager
Data Security reports	Director of General Counsel	Weekly	Email	Project Manager
Budget Report	Head of WhatsApp and VP Global Communications	Monthly	Email	Project Manager

Staff refers to the member of the project teams

Junior Staff are junior team members

Senior staff are senior project team members