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| Stakeholder | Communication Channels | Frequency | Information to be Communicated | Purpose/Outcome |
| Project Sponsor | In-person Meetings, Video Conferencing, Email | Weekly | Project status updates, including milestones achieved, challenges faced, and progress made | Keep the project sponsor informed about the overall project status and any issues or risks that may impact the project's success |
| Project Manager | In-person Meetings, Video Conferencing, Email | Weekly | Project status updates, risks, issues, decisions, requirements, and specifications | Provide project updates to the project manager, discuss, and resolve any issues, and make decisions on project-related matters |
| AI Developer | In-person Meetings, Video Conferencing, Email, Team Collaboration Tools | As needed | Technical discussions, progress updates, feedback, approvals | Collaborate with the AI Developer to discuss and review the progress of the AI algorithm development, provide feedback and approvals as needed |
| UX/UI Designer | In-person Meetings, Video Conferencing, Email, Team Collaboration Tools | As needed | UI/UX design updates, feedback, approvals | Collaborate with the UX/UI Designer to review and approve UI/UX design updates, provide feedback, and ensure alignment with project requirements |
| Backend Developer | In-person Meetings, Video Conferencing, Email, Team Collaboration Tools | As needed | Backend development progress, technical discussions, feedback, approvals | Collaborate with the Backend Developer to review and approve backend development progress, provide feedback, and ensure alignment with project requirements |
| Frontend Developer | In-person Meetings, Video Conferencing, Email, Team Collaboration Tools | As needed | Frontend development progress, technical discussions, feedback, approvals | Collaborate with the Frontend Developer to review and approve frontend development progress, provide feedback, and ensure alignment with project requirements |
| Team Members | In-person Meetings, Video Conferencing, Email, Team Collaboration Tools, Project Management Software | Daily stand-up meetings, Ad-hoc | Task assignments, progress updates, changes to project plan | Keep team members informed about task assignments, progress updates, and any changes to the project plan |

Communication Plan