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| **Communication Type** | **Objective** | **Medium** | **Frequency** | **Audience** | **Owner** | **Deliverable** | **Format** |
| Kickoff Meeting | Introduce the project team and the project. Review project objectives and management approach. | * Face to Face | Once | * Project Sponsor * Project Team Stakeholders | Project Manager | * Agenda * Meeting Minutes | * Soft copy archived on project SharePoint site and project web site |
| Project Team Meetings (Scrum Meeting) | Review status of the development | * Face to Face * Skype | Daily | * Development Team | Project Manager | * Agenda * Meeting Minutes * Project schedule | * Soft copy archived on project SharePoint site and project web site |
| Technical Design Meetings | Discuss and develop technical design solutions for the project. | * Face to Face | Fortnightly | * Project Technical Staff | Technical Lead | * Agenda * Meeting Minutes | * Soft copy archived on project SharePoint site and project web site |
| CAPA meeting | Quality assurance | * Face to Face * Skype | Bi-Weekly | * Quality team * Quality Manager * Project Manager | Quality Manager | * Quality scorecard * Meeting Minutes | * Soft copy archived on project SharePoint site and project web site |
| Monthly Project Review Meetings (Town hall) | Report on the status of the project to management. | * Face to Face * Skype | Monthly | * Project Sponsor * Project Team Stakeholders * PMO | Project Manager | * Slide updates * Project schedule * Meeting Minutes | * Soft copy archived on project SharePoint site and project web site |
| Project Status Reports | Report the status of the project including activities, progress, costs and issues. | * Email | Monthly | * Project Sponsor * Project Team * Stakeholders * PMO | Project Manager | * Project Status Report * Project schedule | * Soft copy archived on project SharePoint site and project web site |
| Supplier Quality Surveillance and progress update | Track progress from suppliers work and quality inspection findings | * Skype | Bi-weekly | * Procurement manager * Project manager * Quality manager | Procurement manager | * Purchase order score card * Meeting minutes | * Soft copy archived on project SharePoint site and project web site |
| Project Progress & Status Report | Detail report indicating project progress and milestones achieved, results from Risk management plan, key challenges and mitigation plan, resource status and requirements, etc. as per Client format | * Report circulated through email and project Share point | Monthly | * Client * Project Sponsor * Office operations manager | Project Manager | * Progress Report | * Soft copy archived on project SharePoint site and project web site |