**HealthSync Stakeholder Communication Plan**

*See the Stakeholder Analysis spreadsheet for stakeholders*

*Communication Objectives*

* Ensure all stakeholders are well-informed of project progress and potential impacts.
* Facilitate timely feedback and address concerns proactively.
* Maintain strong relationships with key stakeholders (pilot clinics, executive team).
* Promote transparency and trust in the development process.

*Communication Methods*

* Project Website/Intranet: Central hub for project updates, documentation, and announcements.
* Email Updates: Regular updates on progress, issues, and upcoming milestones.
* Meetings:
  + Weekly team meetings for technical discussions and problem-solving.
  + Bi-weekly sprint reviews to demonstrate progress and gather feedback.
  + Monthly steering committee meetings with executive team for high-level oversight.
  + Regular meetings with pilot clinics for user feedback and training.
* Documentation:
  + Technical documentation for developers.
  + User manuals and training materials for end-users.
  + Compliance documentation for regulatory bodies.

*Communication Frequency*

* Project Team: Daily (stand-up meetings)
* Pilot Clinics: Weekly (progress updates)
* Executive Team: Bi-weekly (project reports)
* Regulatory Bodies: As required (compliance updates)
* End-users: Ongoing (training and support)

*Escalation Procedures*

* Issues should be reported to the Project Manager immediately.
* The Project Manager will assess the issue and determine the appropriate escalation path.
* Critical issues impacting project timelines or compliance will be escalated to the executive team.
* A risk log will be maintained and updated regularly to track potential issues.