

Communications Plan for Project: Success Inc. Fall 2024 Seminar & Workshop					
Communications Item Forum (What)	Owner (Who-Sender)	Audience (Who-Receiver)	Timing (When)	Format Medium (How) (Where)	Purpose (Why)
Weekly Project Status Meeting	Juan Cortez	Sandra Morgan, Core Team	Weekly – Mondays @ 10:00 AM	Virtual or In-Person – Conference Room / Zoom	Review progress, risks, milestones, and resource updates
Twice-Weekly Sponsor Check-In	Juan Cortez	Sandra Morgan	Mon & Thurs @ 4:00 PM	Sandra's Office / Zoom	Discuss blockers, change requests, decisions needed
Weekly Status Report	Juan Cortez	All Stakeholders, Department Leads	Weekly – Fridays by 12:00 PM	Email + Shared Drive Folder	Document key updates, progress, and upcoming tasks
Change Control Board Meeting	Sandra Morgan	Department Leads, Juan Cortez	Biweekly – Wednesdays @ 2:00 PM	Conference Room / Zoom	Review and approve change requests or issue escalations
Vendor Finalization Meeting	Sarah Kim	Sandra Morgan, Ramesh Patel	Feb 9 @ 11:00 AM (One-Time)	Sarah's Office / Zoom	Finalize catering and vendor selection
IT/AV Coordination Sync	Sophia Lamar	Internal IT + AV Vendor (if needed)	Feb 14 @ 3:00 PM; then weekly	Zoom or Conference Room	Confirm tech readiness for hybrid setup and live streaming
Packet Distribution Briefing	Priya Singh	Michael Watson	March 20 @ 10:00 AM (One-Time)	Office / In-Person	Review packet assembly and mailing plan for virtual attendees
Venue Setup Walkthrough	Sarah Kim	Juan Cortez, Hotel Staff	March 30 @ 2:00–4:00 PM (One-Time)	Gateway Hotel Convention Center	Confirm venue layout, catering setup, AV, signage
Pre-Event Final Team Huddle	Juan Cortez	Full Project Team	March 29 @ 3:00 PM (One-Time)	Conference Room / Zoom	Align everyone on final responsibilities and expectations before execution
Post-Event Debrief	Juan Cortez	Core Team + Sandra Morgan	April 2 @ 11:00 AM (One-Time)	Zoom / Conference Room	Review outcomes, lessons learned, financial wrap-up
Version: 01			Date: 31 Jan 2024		