

# Communication Plan

Communication Activity	Method	Frequency	Purpose of Communication	Audience
Project Planning Meeting	Video Conference/ In-Person	Once	Depicting client goals, deciding budget and timeline, assigning first milestone.	Team members, stakeholders, project manager
Team Daily Strategy	In-Person	Daily	Setting daily goals, updating project manager on milestone status.	Team members and project manager
Team Status Report	E-Mail	Weekly/Milestones	Summarizing daily strategies, showing the successful achievement of the week and setting goals for next week	Team members and project manager
Stakeholder Status Report	E-Mail/Video Conference	Bi-Weekly	Look after the progress and updates for the following phases in the project	Project manager and stakeholders
Review Meetings	Meeting	At the completion of milestones	Checking with client on progress, assign next milestone and assessing timeline and budget	Team members, stakeholders, project manager
Lessons Learned Meeting	In-Person Meeting	At the end of the project	Assessment of success and failures of the current project and collect information to improve future projects	Team members and project manager