# Communications Management Matrix

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| --- | --- | --- | --- | --- | --- | --- |
| **Communication Type** | **Objective of Communication** | **Medium** | **Frequency** | **Audience** | **Owner** | **Deliverable** |
| * Kickoff Meeting
 | * Introduction of 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
 |
| * Project Team Meetings
 | * Review project status with the project team.
 | * Face to Face
* Conference Call
 | * Weekly
 | * Project Team
 | * Project Manager
 | * Agenda
* Meeting Minutes
 |
| * Software Design Meetings
 | * Discuss and develop software design solutions for the project.
 | * Face to Face
 | * As Needed
 | * Project Technical Staff
 | * Technical Lead
 | * Agenda
* Meeting Minutes
 |
| * Project Status Meetings
 | * Report the status of the project to management.
 | * Face to Face
* Conference Call
 | * Monthly
 | * PMO
 | * Project Manager
 | * Project Status Report
 |
| * Project Status Reports
 | * Report the status of the project including activities, progress, accomplishments, costs and issues.
 | * Email
 | * Monthly
 | * Project Sponsor
* Project Team
* Stakeholders
* PMO
 | * Project Manager
 | * Project Status

Report |