# 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 |