|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Communication Plan** | | | | | | |
| **Project:** | | Windows Server Upgrade Project | | | | |
| **#** | **Comm. Recipients Groups** | **Communication Type** | **Comm. Media** | **Creation Resp.** | **Delivery Resp.** | **When** |
|  | Program Team | Brief status update | Presentation | PM | PM | Quarterly All-Staff Meetings |
|  | Project Team | Brief status update | Emails | Team Leads | Team Leads | Weekly - momdays |
|  | Executive Committee | Detailed Status Update | Report & Meeting | PM | PM | Bi-Weekly |
|  | Steering Committee | Detailed Status Update | Meetings | PM | PM | Monthly |
|  | Technical leads | Action items | Emails | Team Leads | John Doe | As needed, on a continuing basis |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |