

# PROJECT COMMUNICATION PLAN

**PROJECT NAME** Enterprise Infrastructure Upgrade 2024  
**PROJECT MANAGER** Alex Sterling, PMP  
**LAST UPDATED** October 24, 2023  
**VERSION** v1.0.4

COMMUNICATION ITEM	TARGET AUDIENCE	FREQUENCY	METHOD / TOOL	OWNER	GOAL/DELIVERABLE
Internal Kick-off	Core Project Team	Once	Video Conference	Project Manager	Align team on scope, roles, and timeline.
Status Report	Executive Sponsors	Weekly (Friday)	Email / PDF Report	Project Manager	High-level progress, budget health, and key risks.
Daily Stand-up	Technical Team	Daily	Slack / MS Teams	Scrum Master	Identify blockers and coordinate daily tasks.
Steering Committee	Stakeholders/Dept Heads	Monthly	In-person Meeting	Sponsor/PM	Strategic alignment and resource approval.
Risk Review	PMO & Lead Engineers	Bi-weekly	Project Dashboard	Risk Coordinator	Update mitigation plans and contingency triggers.
Change Request	Change Board	As Needed	Jira / Formal Form	Requester	Formal approval for scope or budget deviations.

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