

Communications Matrix							
Project Name:			Project Number:				
Communications	Project Sponsor	General Manager	Customer	Project Manager	Project Team	Project Office	Resource Provider
Meetings							
Sub-team							
Project Team							
Status							
Management Review							
Interim Project Review							
Post Implementation							
Customer/Client Meetings							
Reports							
Meeting Agenda							
Meeting Minutes							
Issue Log							
Issue Report							
Action Item Log							
Project Schedule							
Project Status Report							
Other							
Type: E= email R= Report M= Memo T= Teleconference V=Verbal							
Frequency: D= Daily W= Weekly B = Bi-Weekly M= Monthly							