**PROJECT MANAGEMENT COMMUNICATION MATRIX**

|  |  |  |  |  |  |  |  |
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| **Type of communication** | **Objectives** | **Method of communication** | **Frequency** | **Recipients** | **Person responsible** | **Deliverable** | **Format** |
|  |  | Email | As needed |  |  |  |  |
|  |  | In-person | Once |  |  |  |  |
|  |  | Face-to-face | Daily |  |  |  |  |
|  |  | Screen-to-screen | Weekly |  |  |  |  |
|  |  | Conference call | Bi-weekly |  |  |  |  |
|  |  | Meeting | Monthly |  |  |  |  |
|  |  | Newsletter | Bi-monthly |  |  |  |  |
|  |  | Project report |  |  |  |  |  |
|  |  | Other |  |  |  |  |  |