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custom
learning
solutions

Phase 1: Project Initiation

Communication Plan

Deliverable	Description	Delivery Method	Frequency	Owner	Target Audience
Task reminders	Monitor project plan and send scheduling reminders as required	E-mail	Daily		
Project status report	Regular update on critical project issues	E-mail	Weekly		
Project review	Review activities, deliverables, processes, and milestones, and recalibrate as needed.	Meeting or Conference Call	Weekly		
Meetings / Conference Calls	Ad hoc discussions to review project activities	Meeting or Conference Call	As needed		