Communication Requirements Matrix

By

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For

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| **Communications Requirements Matrix for Jones Birthday Party** |  |  |  |  |
| Role/Role communications Requirements | Project Manager | Stakeholder (External) | Stakeholder (Internal/ Core Team) | Owner | Estimating Team | Project Team members | Company Financial and Reporting System |
| Project Manager |  |  | Communicates status weekly and is present in stakeholder meetings | Communicates status weekly and is present in stakeholder meetings | Project status, Financials, Project Budget, Risk, and Issues |
| Stakeholder (internal core) | Feedback, Issues/Concerns | Feedback, Issues/Concerns |  | No Need to Communicate | No Need to Communicate | No Need to Communicate |
| Stakeholder (external) | Feedback, Issues/Concerns |  | No Need to Communicate | No Need to Communicate | No Need to Communicate | Add Budget Info |
| Owner | Feedback, Issues/Concerns |  |  |  |  | No Need to Communicate |
| Estimator/Estimating Team | Project Estimates | Feedback, Issues/Concerns |  |  |  |  |
| Project Team Members | Real time project info |  |  |  |  | Project Status, Project Financials, Project Budget, Risks, Issues |
| Company Financial and Reporting System | Status Reports, Financial Reports | Status Reports, Financial Reports | Status Reports, Financial Reports | Status Reports, Financial Reports | Status Reports, Financial Reports | Status Reports, Financial Reports |

Reference:

Dow, W. PMP and Taylor. (2015). Dow Publishing LLC. Renton, WA