

Communication Plan - CrashForm Project

Road Crash Case Information System

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Note: Due to privacy and security reasons, this project has been modified, and sensitive information is not displayed.

Communication	Method	Medium	Frequency	Goal	Owner	Audience
Project Weekly Status Update	Meeting	Microsoft Teams	Weekly	Present project deliverables, gather feedback, discuss next steps and share weekly status update	BA/PM	Project Team
Project Status Email Update	Email	Outlook	Bi-weekly	Share written project status summary with key metrics, milestones achieved, and upcoming activities	BA/PM	Sponsor + Stakeholders
Steering Committee Meeting	Meeting	Microsoft Teams	Monthly	Present project progress to leadership, escalate risks and blockers, obtain strategic decisions and approvals	BA/PM	Sponsor + Dept. Directors
Sprint Demo / Review	Meeting	Microsoft Teams	Bi-weekly	Demonstrate completed functionality to stakeholders, gather feedback, and validate requirements alignment	BA/PM	Project Team + Stakeholders
Requirements Review Session	Meeting	Microsoft Teams	As needed (during Analysis phase)	Review and validate functional requirements, use cases, and reference catalogs with subject matter experts	BA	BA + Tech Lead + SMEs
UAT Kick-off and Progress Updates	Meeting	Microsoft Teams	Daily (during UAT phase)	Coordinate UAT execution, track test progress, discuss defects and blockers with testers	BA	Project Team + End Users
Training Session Notifications	Email	Outlook	As scheduled (Pilot phase)	Communicate training schedule, materials, and logistics to patrol inspectors participating in pilot	BA/PM	Training Team + End Users
Risk and Issue Log Update	Email	Outlook	Weekly	Share updated risk register and issue log with current statuses, owners, and mitigation actions	BA/PM	Project Team + Sponsor
Go-Live Readiness Communication	Email + Meeting	Outlook / Teams	Once (before Go-Live)	Confirm go-live readiness, communicate deployment plan, support contacts, and rollback procedures	BA/PM	All Stakeholders
Post-Mortem / Lessons Learned	Meeting	Microsoft Teams	Once (end of project)	Assess what worked and what did not work, discuss actionable takeaways, document lessons learned for future projects	BA/PM	Project Team + Stakeholders

