Item	Frequency	Respon-sible	Audience	Media	Purpose
Progress daily by means of Electronic communication	Daily	IT1 PM IT2 PM IT3 PM	Business Project Manager Project responsible area leader	Feedback – E-mail	Monitor Project delivery
Overall project team meeting (Technical Progress Meeting)	Weekly	Business Project Manager	Business Project Manager Business Process Owner Technical Governance Representatives Business Analysis IT3 representative	Minutes by E-mail Updated Relevant project registers	Assess progress, Identify risks & issues at early stage, Discuss Change Requests Quality assurance Schedule monitoring
Project Steering Committee Meeting	Monthly	Chair Person & Business Project Manager	Executive Sponsor Chair Person Business Process Owner Business Project Manager CIO Technical Governance Representative All involved Business Managers – As invited.	Minutes by E-mail	Assess progress, Discuss Risks & Issues, Discuss Baseline change CR's Discuss Actual vs. Budget Costs Make decisions required for project progress
Business Deep Dive Meeting	Weekly	Business Senior manager	Operational Manager Technical Governance Representative Business Project Manager Business Senior Manager	Action list by e-mail.	Assess progress, Discuss Risks & Issues, Discuss Change, Escalation Globally
Change Requests	On Request	Requester	Relevant signers of Project Charter or specific appointed role players	Hard copy Minutes by E-mail Electronic Copy of Signed Change Request	Motivate Scope change Discuss & evaluate impacts on Time, Cost & Quality Approve or Reject request

Item	Frequency	Respon-sible	Audience	Media	Purpose
Business project team Progress	Daily Checkpoint	Business PM	Business PM Business analyst System Analyst Business readiness coordinator	Feedback – E-mail	Monitor Project
Issue and risk meeting	Daily manage and weekly formal meeting	Business PM	Business PM Project Delivery Manager System analyst Business analyst Business readiness coordinator Ad hoc members as needed	Risk register Minutes E-mails	manage risks and issues Action plans to solve Mitigation actions Escalation when needed