

Distribution Groups and Meetings

A. General Information

Project Name:		Prepared By:	
Date Prepared :		Version:	

B. Distribution Groups

Organize stakeholders into logical groups that have common information needs.

Group Name	Names of Group Participants	Information Needs	Mailing List Address
<i>Project Sponsors</i>			
<i>Project Team</i>			
<i>Key Stakeholders</i>			
<i>Outside interests</i>			

Documents and Meetings

Describe the kinds of reports that will be prepared and distributed during the project; describe the meetings that will be held.

Document or Meeting Title	Purpose	Document Preparer or Meeting Leader	Information Contributors	Group Name	Frequency	Distribution Method / Location
Status						
Project charter						
Budget						
Change Control						
Work schedule						
Meeting Agenda/Minutes						