**Distribution Groups and Meetings**

1. 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*** |
| *Project Sponsors* |  |  |  |
| *Project Team* |  |  |  |
| *Key Stakeholders* |  |  |  |
| *Outside interests* |  |  |  |

***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 |  |  |  |  |  |  |