Use the Project communication table to identify the communication documents needed for your project, the recipients of the documents, the persons responsible for creating and updating the documents, and how often the documents need to be updated.

### Project communication tables

| Document | Recipients | Responsibilities | Update frequency |
| --- | --- | --- | --- |
| Executive status report | Project Team | Project Manager | Weekly |
| Risk management document | Sponsor, Project Team | Project Manager | Bi-weekly |
| Issue management document | Sponsor, Project Team | Team Lead | Bi-weekly |
| Change control document | Sponsor | Business Lead | As-needed |
| Project schedule | Project Team | Project Manager | Monthly |