

Communication Matrix

LN	Interested party	Issue	Time	Content	Resp.	How
1	Customer	Order acknowledgement	As needed	OA Template	CS	Electronic
2	Customer	Survey	Annual	Survey Template	CS	E-mail
3	Employees	Town hall meeting	Annual	2/22/23	GM	Face to face
4	Employees	Performance review	Annual	Review Template	Supervisor	Face to face
5	Suppliers	Purchase orders	As needed	PO Template	Buyer	Electronic
6	Suppliers	Score Cards	Quarterly	Score Card Template	QA	E-mail
7	Regulator	Reportable event	< 10 days	Rep Event Template	QA	E-mail
8	Investors	ROI status	Quarterly	Reprot	GM	Web portal
9	etc.					
10						
11						