

Name	Email	Department	How to manage	Key Interest	Channel(s)	Update Frequency	Information flow
Chuck Norris	chuck@roundhousekick.com	Leadership	Closely	Project Updates & KPIs	F2F, Mail	Weekly	Needs information
Jhon Wayne	jhon@wayne.com	Sales	Keep satisfied	KPIs & Reports	Mail, Calls	Weekly	Provides information
Isit Done	isit.done@hotmail.com	Support	Keep informed	KPIs & Reports	Slack	Bi-Weekly	Both
Sou Important	sou.important@gmail.com	Office Management	Monitor	Project Updates	Mail	Monthly	Wants information