Simple Stakeholder Communication Matrix

Stakeholder	Role	Communication Method	Frequency	Responsibility
[Name/Group]	[Role/Interest]	[Email, Meeting, Report, etc.]	[Weekly, Monthly, As needed, etc.]	[Project Manager, Team Lead, etc.]
[Name/Group]	[Role/Interest]	[Email, Meeting, Report, etc.]	[Weekly, Monthly, As needed, etc.]	[Project Manager, Team Lead, etc.]
[Name/Group]	[Role/Interest]	[Email, Meeting, Report, etc.]	[Weekly, Monthly, As needed, etc.]	[Project Manager, Team Lead, etc.]