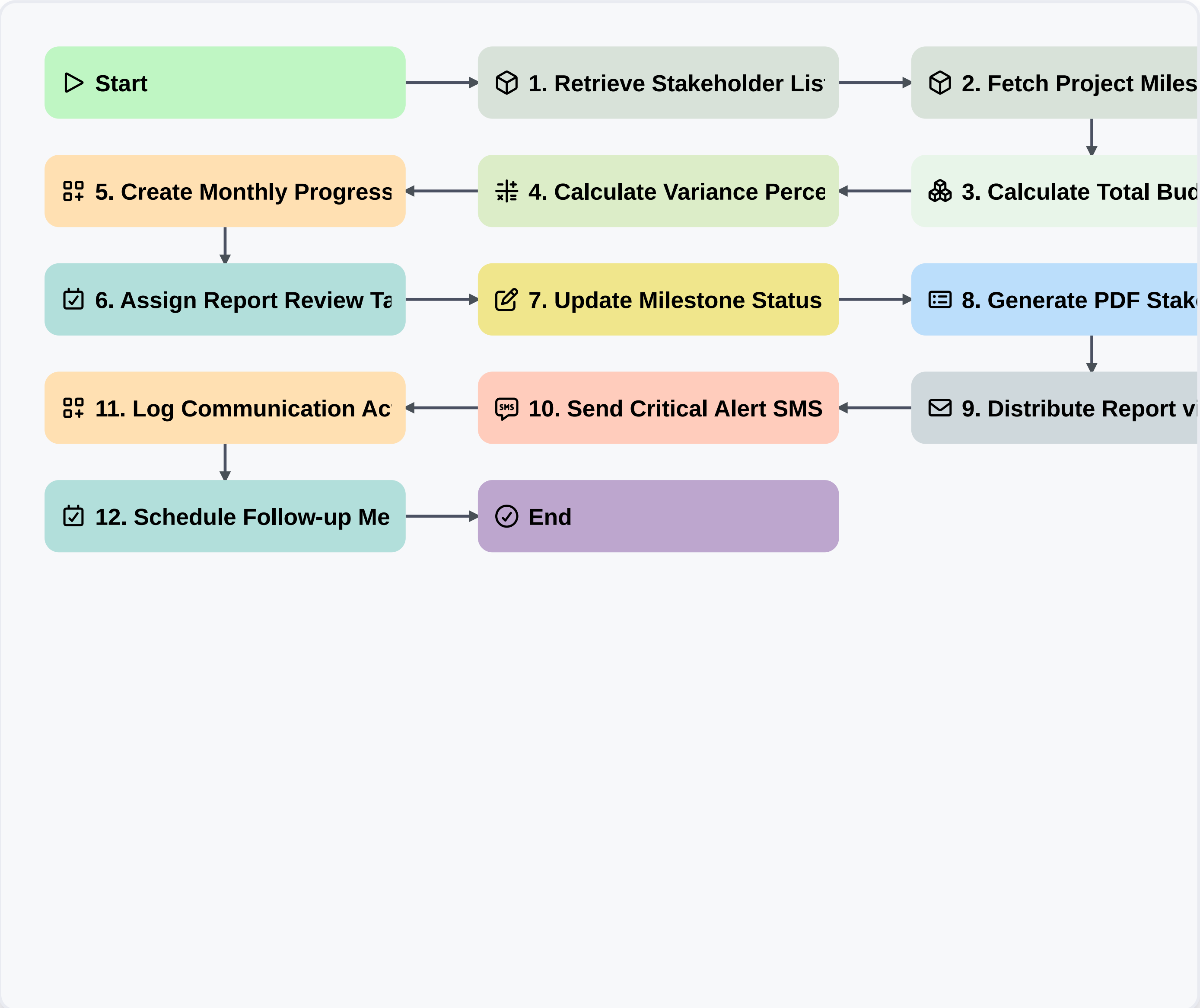
ChecklistGuro

Stakeholder Communication And Reporting Process



Start
Start of the Workflow/Process.

1. Retrieve Stakeholder List
Fetch all active stakeholders and their contact details from the Stakeholder Data Model.

2. Fetch Project Milestones
Retrieve upcoming milestones and completion status from the Project Progress Data Model.

3. Calculate Total Budget Spent
Sum all 'Actual Cost' entries from the Expense Data Model to compare against the budget.

4. Calculate Variance Percentage
Calculate the percentage difference between the Budgeted Cost and the Actual Cost retrieved from the aggregation.

5. Create Monthly Progress Report Entry
Create a new record in the 'Reports' Data Model containing the aggregated metrics and period dates.

6. Assign Report Review Task

Create a task for the Project Manager to review the generated report data for accuracy.

7. Update Milestone Status

Update the 'Last Reported Date' in the Project Milestone Data Model to reflect the current reporting cycle.

8. Generate PDF Stakeholder Report

Generate a formal, formatted report document using the data from the newly created Report Entry.

9. Distribute Report via Email

Send the generated PDF report and a summary of key metrics to the email addresses retrieved in the Stakeholder List.

10. Send Critical Alert SMS

Send a brief SMS notification to high-priority stakeholders if the Variance Percentage calculation exceeds a predefined threshold.

11. Log Communication Activity

Create an entry in the 'Communication Log' Data Model to document that the reporting process was completed.

12. Schedule Follow-up Meeting

Create a task for the Account Manager to schedule a meeting if the report contains 'Red' status flags.

End

End of the Workflow/Process.