

13 Project Communication

Additionally, other stakeholders such as FMO and IT should be extended an invitation to the coordination meetings as appropriate.

13.2 FP&C Staff Meetings

To promote project transparency among FMO personnel, staff meetings are held regularly to cover the following topics:

- & Summary of upcoming events
- & Safety discussion
- & Project progress
- Summary of activities completed within last two weeks
- Summary of upcoming activities in the next two weeks
- Projects being closed out
- Project risks

Additionally, other stakeholders such as FMO and IT should be extended an invitation to the staff meetings as appropriate.