



Suhas Bhairav

AI Stakeholder Communication Planner

**Tailor project updates to stakeholder needs with
an AI-ready planner.**

A practical framework to tailor project updates to
each stakeholder's needs using AI.

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Stakeholder-Centric Update Model

Define stakeholder groups by decision authority, cadence, and content needs. Use AI to draft updates, then confirm with owners.

Key move Always attach a clear decision requested and owner's deadline in every stakeholder update.

PRACTICAL CHECKLIST

- 01** Map stakeholders by decision authority, cadence, and content needs.
- 02** Define success metrics and risk signals per stakeholder group.
- 03** Identify update triggers: milestones, blockers, approvals, or scope changes.
- 04** Tailor depth: executives get high-level summaries; teams get detailed data.
- 05** Assign owners for each stakeholder's update and follow-up actions.
- 06** Use AI to draft standard sections: progress, risks, decisions needed.
- 07** Flag dependencies requiring cross-team coordination or escalation.

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What to Automate vs Human Review

Identify update components suitable for AI drafting. Reserve critical decisions, escalations, and nuanced judgments for humans.

Key move Document every AI-assisted decision with timestamped approvals.

PRACTICAL CHECKLIST

- 01** Automate routine status, metrics, and risk summaries with AI templates.
- 02** Human-review required for scope changes, budget decisions, and strategic tradeoffs.
- 03** Require origination data: project plan, rollups, issue logs, and decision histories.
- 04** Tools: PMIS, AI drafting, version control, and audit trails.
- 05** Data quality: ensure sources are current, consistent, and access-controlled.
- 06** Approval gates: AI draft, human review, final sign-off by owner.
- 07** Integration: update artifacts feed from project management system to dashboards.

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Weekly Adoption Plan & Metrics

Provide a pragmatic, weekly path to adopt stakeholder-specific updates. Monitor outcomes and adjust ownership.

Key move Set a one-week pilot with a single stakeholder for rapid feedback.

PRACTICAL CHECKLIST

- 01** Week 1: define stakeholder profiles, update templates, and generate initial AI drafts.
- 02** Week 2: pilot cadence, have owners review and approve drafts.
- 03** Week 3: integrate data feeds from PMIS; test automated summaries.
- 04** Week 4: publish updates to a small stakeholder group; collect feedback.
- 05** Governance: establish roles, SLAs, and escalation paths.
- 06** Guardrails: keep executive summaries under 3 bullets and 2 pages max.
- 07** Measurement: track update acceptance rate, cycle time, and decision latency.

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ABOUT THE CREATOR

Suhas Bhairav

I build AI systems that combine distributed architecture, retrieval, knowledge graphs, security, and practical workflow design. My focus is AI that can be used repeatedly by real teams: understandable, reliable, and grounded in the work people already do.

EXPERTISE

- Principal systems architecture and applied AI engineering
- Production-grade AI systems, agentic workflows, RAG, and knowledge graphs
- Full-stack workflow applications across AWS, Google Cloud, Azure, on-premise, and hybrid environments
- Practical AI implementation patterns for automotive, manufacturing, finance, logistics, cybersecurity, sales, and customer operations
- Security, governance, observability, approvals, and failure-mode thinking for operational AI systems

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