

Managing Project Communications

IP160 | Length: 1-2 days | Credits: 14 PDUs | Talent Triangle - Leadership

Overview

The goal of Project Communications Management is the accurate and timely collection, dissemination, and storage of information. It is critical that all people in the project communicate in the same project “language”. As in Project Human Resource Management, there is a broader availability of knowledge in a non-project management specific context.

This workshop provides participants with a clear three-step process for managing project communications:

- Plan Communications
- Manage Communications
- Communications

Learning Objectives

Participants will learn how to:

- Determine the information and communications needs of the project.
- Make needed information available to project stakeholders in a timely manner.
- Collect and distribute information, including status reporting, progress measurement and forecasting.
- Manage communications to satisfy the requirements of and resolve issues.

Instructional Strategies

This workshop utilizes short lectures, guided discussions, and hands-on application activities in small teams. Team activities are debriefed by the instructor through occasional team presentations.

Audience

Current and aspiring project managers, sub-team leaders, and team members. Project clients, sponsors, and other stakeholders may also benefit.

Prerequisites

None, although a course in project management basics is recommended.

Content Outline

SECTION 1: COMMUNICATIONS IN GENERAL

Module 1 - Introduction and Background

- Communications Model
- Key Model Elements
- Barriers to Effective Communication
- PMI Perspective Overview

Module 2 - Plan Communications

- Communications Requirement Analysis
- Communications Technology
- Communication Management Plan

Module 3 - Manage Communications

- Information Distribution Systems
- Information Distribution Methods

Module 4 - Control Communications

- Performance Information Gathering and Compilation
- Status Review Meetings
- Time Reporting Systems
- Cost Reporting Systems
- Schedule Performance Reports

Module 5 - Summary and Re-Cap

- Review of Key Points