Project Management Supplemental Deck #12

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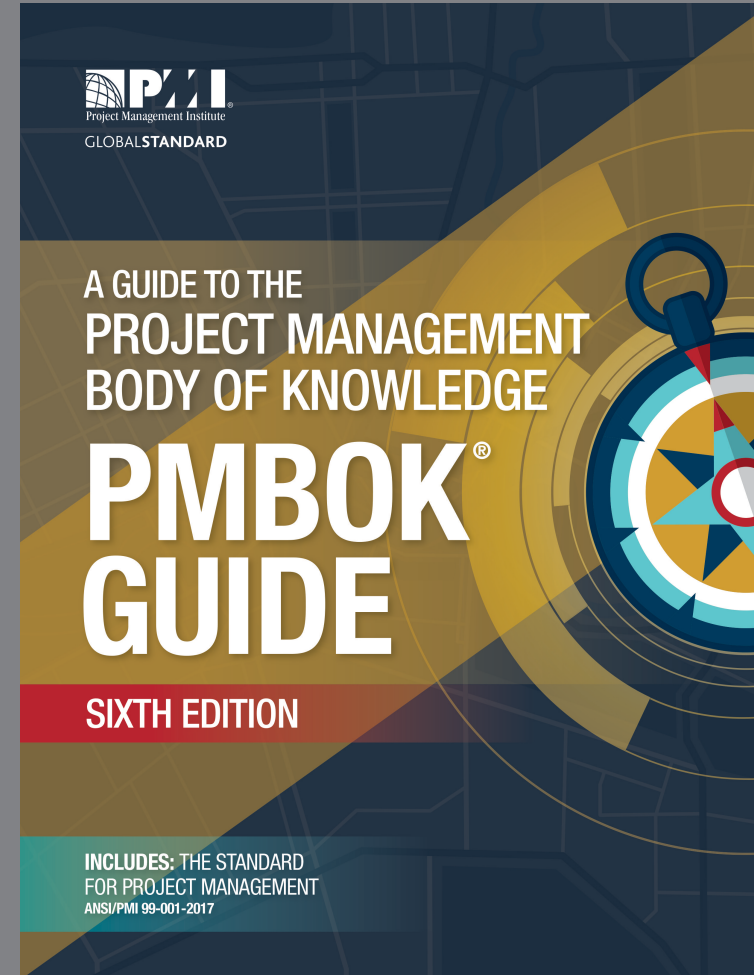University of Windsor
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Project Management

This is accepted in the Project Management Field as the main guide which is used to training and certify Project management Professionals
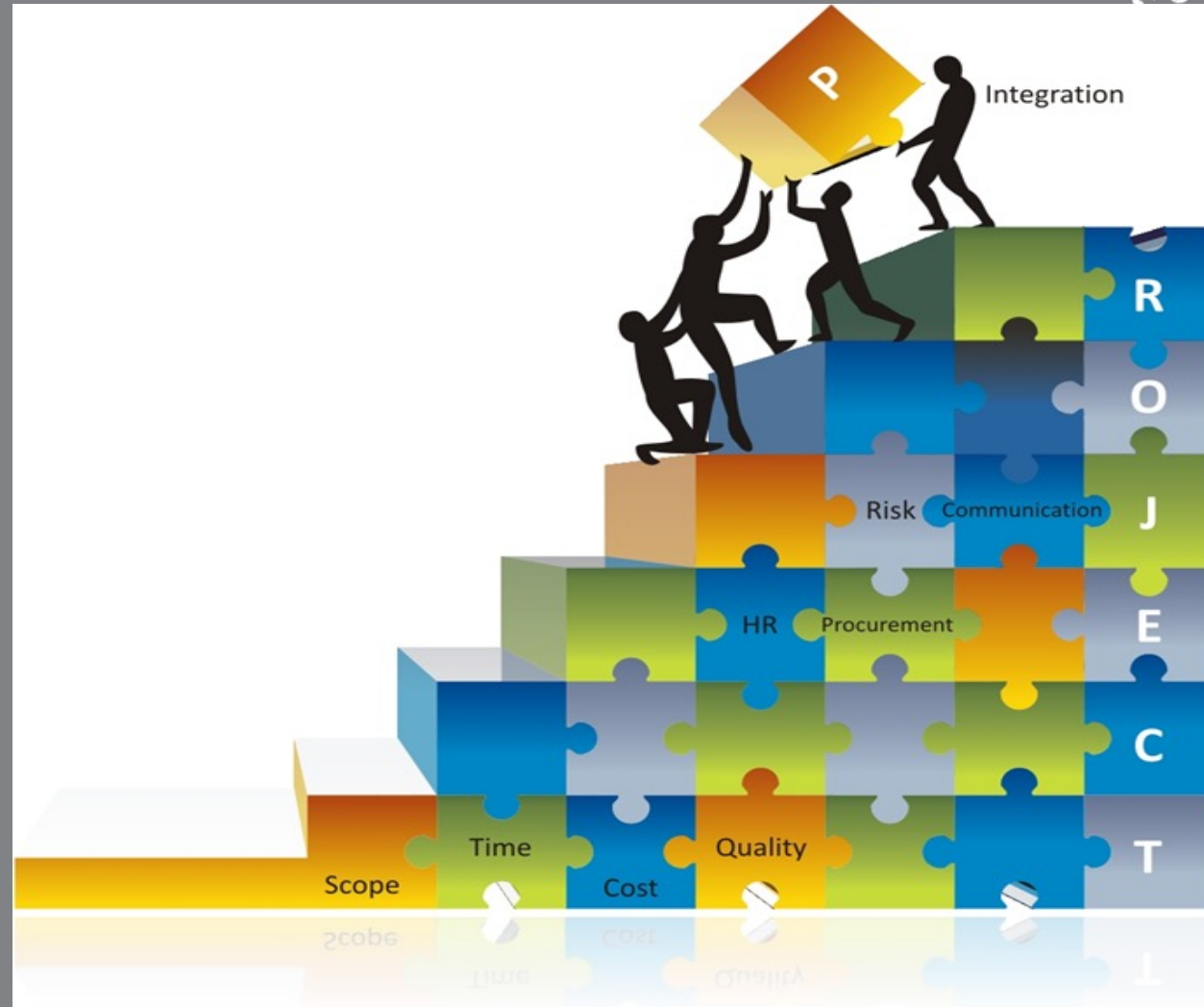
All Supplemental Slide decks will be relating to this and the information from them will be included on any possible tests/assignments etc…

Chapter 10

Project Communications Management

PROJECT COMMUNICATIONS MANAGEMENT

- Project Communications Management includes the processes necessary to ensure that the information needs of the project and its stakeholders are met through development of artifacts and implementation of activities designed to achieve effective information exchange. Project Communications Management consists of two parts.

- The first part is developing a strategy to ensure communication is effective for stakeholders.

- The second part is carrying out the activities necessary to implement the communication strategy.

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Plan Communications Management

- The process of developing an appropriate approach and plan for project communication activities based on the information needs of each stakeholder or group, available organizational assets, and the needs of the project.

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Plan Communications Management: Inputs

1 Project charter

2 Project management plan

• Resource management plan

• Stakeholder engagement plan

3 Project documents

• Requirements documentation

• Stakeholder register

4 Enterprise environmental factors

5 Organizational process assets

Plan Communications Management: Tools and Techniques

1. Expert judgment

2 Communication requirements analysis

3 Communication technology

4 Communication models

5 Communication methods

6 Interpersonal and team skills

• Communication styles assessment

• Political awareness

• Cultural awareness

7 Data representation

• Stakeholder engagement assessment matrix

8 Meetings

Plan Communications Management: Outputs

1 Communications management plan

2 Project management plan updates

• Stakeholder engagement plan

3 Project documents updates

• Project schedule

• Stakeholder register

Manage Communications

- The process of ensuring timely and appropriate collection, creation, distribution, storage, retrieval, management, monitoring, and the ultimate disposition of project information.

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Manage Communications: Inputs

1 Project management plan

• Resource management plan

• Communications management plan

• Stakeholder engagement plan

2 Project documents

• Change log

• Issue log

• Lessons learned register

• Quality report

• Risk report

• Stakeholder register

3 Work performance reports

4 Enterprise environmental factors

5 Organizational process assets

Manage Communications : Tools and Techniques

1 Communication technology

2 Communication methods

3 Communication skills

• Communication competence

• Feedback

• Nonverbal

• Presentations

4 Project management information system

5 Project reporting

6 Interpersonal and team skills

• Active listening

• Conflict management

• Cultural awareness

• Meeting management

• Networking

• Political awareness

7 Meetings

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Manage Communications : Outputs

1 Project communications

2 Project management plan updates

• Communications management plan

• Stakeholder engagement plan

3 Project documents updates

• Issue log

• Lessons learned register

• Project schedule

• Risk register

• Stakeholder register

4 Organizational process assets updates

Monitor Communications

- The process of ensuring the information needs of the project and its stakeholders are met.

Monitor Communications: Inputs

1 Project management plan

• Resource management plan

• Communications management plan

• Stakeholder engagement plan

2 Project documents

• Issue log

• Lessons learned register

• Project communications

3 Work performance data

4 Enterprise environmental factors

5 Organizational process assets

Monitor Communications : Tools and Techniques

1 Expert judgment

2 Project management information system

3 Data analysis

- Stakeholder engagement assessment matrix

4 Interpersonal and team skills

- Observation/conversation

5 Meetings

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Monitor Communications : Outputs

1 Work performance information

2 Change requests

3 Project management plan updates

• Communications management plan

• Stakeholder engagement plan

4 Project documents updates

• Issue log

• Lessons learned register

• Stakeholder register

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