**2001ICT / 7621ICT - Project Management**

**Workshop 4**

This week we will continue developing a set of planning materials for the development of a system to improve car parking for the University. This workshop focuses on Communication Management.

You will need your workshop material from last week to complete this workshop.

# Project Communication

Based on your understanding of the University, and your analysis of your stakeholders:

* Identify a means of communication for each of your stakeholders
* Identify the best means of communication for different work products
* Develop a strategy to meet the needs of your stakeholders. You need to consider:
  + How to communicate
  + When to communicate
  + The appropriate level of formality for your communication

You have stakeholders who are either internal or external to the project. What do you need to do differently to communicate with these groups?