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BSIT – 3D

1. Communication Plan
A communication plan explains how team members will talk, share updates, and solve problems during a project. It's important because it keeps everyone informed, avoids confusion, and helps the team work smoothly together.

2. Stakeholders or Resource Matrix, Risk Register, and Gantt Chart
A stakeholder or resource matrix shows who is involved in the project, their roles, and their responsibilities. It's useful because it ensures everyone knows what they are expected to do.

 A risk register lists possible problems the project might face and how to handle them, which helps avoid surprises.

A Gantt chart is a visual timeline that shows tasks and deadlines, making it easier to keep the project on track.

3. Task Dependencies, Monitoring, and Documentation
Task dependencies show how tasks are connected, such as which ones need to be done before others can start. This helps with planning and organizing the project. Task monitoring involves regularly checking progress to ensure everything is on schedule. Task documentation records all details about the tasks, which helps keep things clear and provides a reference for the future.

4. Right Tasks and Communication
Assigning the right task to the right person ensures the work is done efficiently and with better quality. Continuous communication with team members is important because it keeps everyone updated, solves problems faster, and avoids misunderstandings.

5. Resource Management
Resource management means using people, time, and tools in the best way possible to complete the project. It's important because it prevents wasting resources and helps ensure everything runs smoothly.

6. Task Management
Task management is about organizing, prioritizing, and completing work step by step to achieve project goals. It's essential to stay focused, meet deadlines, and make sure the project succeeds1.