

## \* Types of Communicat<sup>n</sup>

### Synchronous Comm<sup>n</sup>

- If all the parties are taking part in comm<sup>n</sup> at the same time, then comm<sup>n</sup> is synchronous.

ex. telephone conference call.

- i) Live meeting: Gathering of team members at the same locat<sup>n</sup>.
- ii) Audio Conference: - A telephone call bet. two individuals or a conference call where several people participate.
- iii) Computer-aided Conference: -
- iv) Video Conference: - conference with live images of the participants.

### Asynchronous comm<sup>n</sup>

- When participants are not interacting at the same time, it is asynchronous.

ex:

- i) Mail & Package Delivery: - xfer of objects & contracts that need signatures.
- ii) Fax: - Document transmittal over telephone
- iii) Electronic mail (e-mail)
- iv) Web log (blog).

### • Guidelines used for effective comm<sup>n</sup> across the team: -

- i) Communicat<sup>n</sup> Strategies: - it must include details @ frequency of comm<sup>n</sup>, authorities to be communicated & the way to deal with escalat<sup>n</sup>s.
- ii) An Open Forum: should be developed to encourage team members to give their opinion & share their ideas.
- iii) Criticism: - should be avoided during the project team meetings so that participants can share their views without hesitat<sup>n</sup>s.



## \* Team Management:-

- A team is a no. of persons associated together in work or activity.
- Team Management is the process of organizing, leading & coordinating a group of individuals to achieve project goals efficiently.
- Team Mgmt. is the responsibility of Project Manager.

### • Methods to manage the team effectively:-

#### i) Be Transparent:-

- Transparent working environments make team more creative & happy.
- it helps to develop mutual respect bet<sup>n</sup> team members & team leaders

#### ii) Keep Communicating:-

- Team members should communicate with each other through regular meetings.
- They should also maintain project documents to ensure consistency & transparency.

#### iii) Provide valuable Feedback:-

- Feedback helps individuals & teams to improve performance, resolve issues & enhance collaborat<sup>n</sup>.
- increased engagement & motivat<sup>n</sup>
- strengthens
- Helps in conflict resolut<sup>n</sup> & prevents recurring mistakes.
- strengthens team relationship & trust.

#### iv) Encourage Collaborat<sup>n</sup>:-

- Collaborat<sup>n</sup> can be encouraged by encouraging open communication.
- Define Clear Roles & Responsibilities
- Use Collaborat<sup>n</sup> tools & technology.
- encourage Team Bonding & Trust Building



## 1) Engage & Create:-

- refers to actively involving team members in meaningful work while providing environment that encourages creativity & innovation.

## Project Meeting

- It is a structured comm? tool used in project mgmt to discuss progress, address challenges, make decisions & align the team on goals & tasks.
- Objectives of Project Meeting:-
  - i) Aligning stakeholders on project goals, tasks & responsibilities
  - ii) Tracking progress & ensuring the project stays on schedule.
  - iii) Identifying & addressing risks or issues early.
  - iv) Improving collaboration & ensuring everyone is informed.

## Types of Project Meetings

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|--|--|---|
| <p>① <u>Regular Team Meeting</u></p> <ul style="list-style-type: none"> <li>- It is most common &amp; frequent meeting type over the project lifecycle.</li> <li>- Whether they are daily, weekly or monthly they are scheduled in comm? mgmt plan.</li> </ul>   | <p>② <u>Stakeholder Meeting</u></p> <ul style="list-style-type: none"> <li>- It is an imp. type of meeting as stakeholder's support is significant to project success.</li> <li>- It helps to maintain interest in &amp; commitment to the project.</li> <li>- In this meeting PM provides project update &amp; hears feedback from stakeholders.</li> </ul>       | <p>③ <u>Change Control Meetings</u></p> <ul style="list-style-type: none"> <li>- It is organized by change control board.</li> <li>- Purpose of this meeting type is to review, change requests.</li> <li>- The board approves or denies change &amp; communicates with stakeholders to exchange information &amp; ensure follow-up.</li> </ul> |
| <p>④ <u>Status review Meetings:-</u></p> <ul style="list-style-type: none"> <li>- This type of meeting follows a consistent agenda &amp; frequency.</li> <li>- Agenda includes:-               <ol style="list-style-type: none"> <li>i) Schedule Status</li> <li>ii) Scope Status</li> <li>iii) Budget Status</li> <li>iv) Issues/Risks.</li> </ol> </li> </ul> | <p>⑤ <u>Project Review Meetings:-</u></p> <ul style="list-style-type: none"> <li>- It is held at the end of the project or project phase to discuss lessons learned, both in terms of what to continue &amp; what to improve.</li> <li>- This type of meeting is also a great opportunity to recognise &amp; congratulate the team on their great work.</li> </ul> |   |