Guideline to increase efficiency of E-Mail communication within projects



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GUIDELINE TO INCREASE EFFICIENCY OF E-MAIL COMMUNICATION WITHIN PROJECTS



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GRIN Verlag Aug 2010, 2010. Taschenbuch. Book Condition: Neu. 210x148x2 mm. This item is printed on demand - Print on Demand Neuware - Seminar paper from the year 2010 in the subject Business economics - Marketing, Corporate Communication, CRM, Market Research, Social Media, grade: 1,3, University of Applied Sciences Essen, language: English, abstract: The usage of E-Mails as a rather new means of communication has increased steadily since its inception in 1971. Whether for private or business matters, the increasing importance and coherently high amount of E-Mail communication can be problematic: Important information gets lost in too much communication. Especially for project management, due to limited time and resources as well as having the right information at the right time shared with the right persons, it has become vital to use E-Mails efficiently. Therefore the inherent question is, what efficient E-Mail communication is and how it can be increased in project management Most of the recent literature about project management does not provide an integrated guide considering communicational aspects in project management and classic communication theories. Furthermore none of the project management literature is focusing on e-mail communication in particular. This paper has the objective to provide a guideline to increase efficiency of E-Mail communication in projects by integrating communicational aspects of the project man-agement theory and of the general communications theory. The objective is therefore not to create a handbook for a universally applicable E-Mail. Due to the length restrictions of this paper intercultural influences are not considered. To allow a better understanding of the guideline it is necessary to reach a common un-derstanding of the theories underlying. Therefore the paper is separated into a theoreti-cal and a practical part: The objective of the theoretical part is to create a common understanding of the theories used for the creation...

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