**How to Improve Project Communications?**

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After four months of project implementation, several issues have occurred. For example, some of the team members consider that they are being underutilized on the project. Some of the team members neglect communication procedures, ignoring their immediate manager and trying to resolve issues with the help of the top management. These problems negatively effect the project because they create dissatisfaction of people from their job and mistrust between team members.

Status reports prepared by the team members on a weekly basis didn’t prove to be effective in addressing challenges people were facing. Therefore, the project manager has decided to review and clarify communication requirements and procedures between the team members. The following guidelines have been developed to improve project communications:

1. Hold short weekly face-to-face meetings to discuss the work progress, and develop strategies to tackle issues if there are any;
2. If team members are unable to participate in the face-to-face meetings, video conference might be an option to discuss major problems;
3. Encourage team members to discuss any issues and concerns with the project manager using a variety of communication channels: informal communication, push communication (using phone or e-mail);
4. For those who would prefer to discuss an issue in a private environment are encouraged to do so by requesting an appointment with the project manager during regular business hours.