

## Guiding Questions

1. How do you think communications could negatively impact a project with team members situated in multiple cities around the world?
2. Can you explain the benefits of managing communications?

### Introduction

This week you examine project communications. Many projects are executed within a global context and communications can affect your projects in unexpected way.

Here you will learn the benefits of managing communications, as well as some foundational communications concepts and terminology.

### How to Proceed

1. Review the key definitions.
2. Watch the video and answer the questions.
3. Examine the status report template.
4. Submit Assignment 2.

### Performance Indicators

1. Define *project communications management*.
2. Identify the key benefit of planning communications.
3. Differentiate between *interactive*, *push* and *pull* communications.
4. Describe the information in a project performance report.
5. Describe three tools and techniques used to control communications.
6. Explain how to most effectively use different communication media and methods.
7. Define *information management system*.

### Resources

1. Key Definitions and Reading List
2. Video 15: Communicating Effectively
3. Sample Project Status Report Template
4. Assignment 2 Instructions
5. Assignment 2 Marking Rubric

### Assessments

Assignment 2