

Effective Communication on Projects

PM06.10

Studies show that over half of the time spent in project management is in some form of communication. This includes status updates, team meetings, emails, phone calls, etc. Properly communicating on a project is a critical success factor for project success.

All projects should communicate status. But that is just the minimum requirement for communication. Project managers must demonstrate proactive communication in almost all aspects of managing the project. The purpose of this class is to describe the fundamentals of project management, focusing on the various aspects of communication that are needed in each project management process.

Prerequisites

- None

Learning Objectives

At the end of this class, participants will be able to:

- Understand the fundamentals of communication
- Describe the importance of communicating on a project in the areas of:
 - Status reporting
 - Defining the work
 - Building and managing schedule and budget
 - Managing issues, change, risk
 - Managing human resources
- Create a Communication Plan when necessary to effectively communicate on projects

Who Should Attend

- Project managers and team members
- Clients, customers and all stakeholders that participate on projects

Course Outline

- Communication fundamentals
- Communicating on a project
 - Status reporting
 - Define the work
 - Build and manage schedule and budget
 - Manage issues
 - Manage change
 - Manage risks
 - Manage human resources
- Putting it all together – the Communication Plan

The class contains numerous exercises that are worked on throughout the course.

Class Length

- One Day (8 PDUs)