

Project Communications Management

This workshop teaches participants strategies and tactics needed to ensure successful communications (even when the team is virtual.) The effective manager will ensure timely and appropriate generation, collection, distribution, storage, retrieval and ultimate disposition of project information. Every project stakeholder should understand how communications affect the project as a whole. This course prepares participants for on the job communication skills.

Course Title: TSE017 Project Communications (The Practical Approach to Communications)

Fees: \$525 per Session

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Those involved with PMI and the Project Management Professional – PMP program are awarded 7 PDUs or “Contact hours”.

Course Outline

- I. Introduction and Course Objectives**
- II. Communications Planning**
- III. Information Distribution**
- IV. Performance Reporting**
- V. Managing Stakeholder Communications**
- VI. Conclusion and Critique**

Instructional methods for this one day module are lecture, discussion, exercises, simulations, role plays and workshops. Reference to and inclusion of the PMI ® PMBOK are certainly included and applied to real world situations. Session also has participant discussions and feedback of ongoing project situations.

The Program

Upon completion of this module of training, participants will be able to:

- Understand the importance of PMI’s Communications Management Planning in the real world Project Environment
- Understand the Project Manager’s responsibility to communicate with stakeholders in a clear and timely manner
- Communicate the Project Team needs to Management and Sponsors for successful project completion
- Understand and use the various Distribution Methods for Project Information
- Understand the special needs of Managing a Virtual Team
- Plan and Execute Effective Team Meetings and Conference Calls
- Deliver the proper Performance Data in an effective and timely manner
- Understand the Importance of “Lessons Learned” Documentation and Project Management Plan updates

Further Information

For further information about this or any of our other courses please email: sbucet@stonybrook.edu