

PROJECT COMMUNICATIONS MANAGEMENT



COURSE OBJECTIVE

The purpose of this module is to enable you to achieve better communications effectiveness in the project. It involves everything that relates to information in the project and its impacts on the success or failure of a project. This module will allow you to identify the different types of communication and the strategies for implementing them. We will also discuss the professional responsibilities involved in the project communications management.

[THE PARTICIPANTS WILL LEARN

- The context of communications management;
- The project phases;
- The project communications processes;
- The objectives of a Communication Plan;
- Teams;
- Meetings;
- Data and Document Management, and Systems Integration.

METHODOLOGY

Macrosolutions / Ricardo Vargas use the state-of-the-art in the training process, including:

- [Explanatory classes utilizing audio-visual resources.
- [Use of films and video clips as an educational resource
- [Demonstrations and computer simulations
- [Workgroups activities focused in problem-solving
- [Scenario-based simulations using real cases to be further discussed in groups

COURSE CONTENT

[COURSE OPENING

[THE CONTEXT OF COMMUNICATIONS MANAGEMENT

- Defining communications management
- Rationale and the objectives of communications
- The importance of information
- The benefits and flaws of communications
- The communications process and how it supports the project

[THE PROJECT PHASES

- The 5 project phases
- The overlapping of phases in the PMBOK
- The interference of the phases in the project communications management
- The 44 processes that constitute the PMBOK Guide - 3rd Edition

THE PROJECT COMMUNICATIONS MANAGEMENT PROCESSES

- Communications planning
- Information distribution
- Performance reporting
- Manage stakeholders

COMMUNICATIONS PLAN

- Information receivers and context
- Communications process
- Communications Plan components

TEAMS

- Concept and characteristics
- The formation of a team
- The main misconceptions about the size of a team
- The phases of development and formation of a team (Tuckman)
- Team prioritization exercise

MEETINGS

- Meetings as an effective communications tool
- Meeting and their negative aspects
- Obstacles found by the facilitator
- Problematic people
- Preparing for a meeting

DATA MANAGEMENT, DOCUMENT AND SYSTEMS INTEGRATION

- DMS – Document Management System
- DI - Document Imaging
- DM - Document Management
- COLD/ERM
- Forms Processing (OCR/ICR)
- RM - Records Management
- CM - Content Management

COURSE CLOSE-OUT

FURTHER INFORMATION

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