

# Project Communications Planning

Important announcement from Dominic Moss; Director of Projectability: [Click Here to Read](#)

For Project Management Training & Courses see [wellingtonetraining.co.uk](http://wellingtonetraining.co.uk).

## Course Description

Good communication is the very lifeblood of a successful project. Effective communication does not happen by chance, it needs to be planned. This course focuses on all aspects of communications in a project environment.

## Course Objectives

This course is suitable for anyone wishing to more effectively plan and manage communications the projects they are responsible for.

## Booking Details

Call us on 01753 621200 or email us to request information on how to book this course.

## Pricing

£300.00 per person attending this 1 day course, we recommend that a minimum of 2 people from your organisation attend this training. Ask us about discounts for larger groups. Prices exclude VAT at the prevailing rate.

## Location

This course can be delivered either "in-house", at our Harpenden offices or a suitable 3rd party venue.

## Course Duration

1 Day &ndash; training can be delivered either at your place of work, our offices or a suitable 3rd party venue.

## Pre-Requisites

A basic knowledge of Project Management techniques is useful but not essential. Familiarity with Microsoft Project and the Microsoft Office suite of tools is also useful but not mandatory.

## Course Content

The need for Effective Communication

## Project Communications

Facts about Communication

The Value of Face to Face Communication

How to Encourage Face to Face Communication

Personalities and their Influence on Communications

Employing the right medium

Barriers to Effective Communication

Methods of Communication

Calculating the Number of Communications Channels

Hints for Effective Communication

Key Elements of Project Communications Management

Communications Planning

Stakeholder Analysis

Managing Stakeholders

Stakeholder Expectations Management

The Issue Log

Elements of the Project Communications Plan

Project Communications Stakeholder Analysis

Gathering Information

Conducting Meetings - Before

Provide Documentation

Remember to Book

Conducting Meetings - During

Conducting Meetings - After

Follow up on Action Plans

Distribution of Information

Distributing Information in an Effective and Timely Fashion

Using Pro-Forma Documentation

Project Description

Project Issues Log

Project Performance Reporting

Who needs to know what?

Format & Frequency

How to Improve your Project Communications

Using Email Effectively

Using Software to aid Effective Communications

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