

Project communication

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Orientation Lecture



Be respectful:

Treat others with respect and courtesy, regardless of their background, opinions, or beliefs. Remember that everyone has the right to express their thoughts and ideas.

Clear Communication

Strive to articulate your thoughts clearly and concisely. Use appropriate language, avoid jargon, and organize your ideas logically to ensure that your message is easily understood.

Practice Empathy

Try to understand others' viewpoints and experiences by putting yourself in their shoes. This helps foster empathy and promotes a more inclusive and understanding environment.

Be mindful of Cultural differences

Recognize and respect cultural differences in communication styles, norms, and values. Avoid making assumptions and be open to learning from diverse perspectives.

Conflict Resolution

In cases of disagreement or conflict, aim to resolve the issue through calm and respectful communication. Seek common ground, listen actively, and find mutually beneficial solutions. send me email on merna@midocean.edu.km

Project communications

PROJECT COMMUNICATIONS

A CRITICAL FACTOR FOR PROJECT SUCCESS

Ancillary Materials
Included

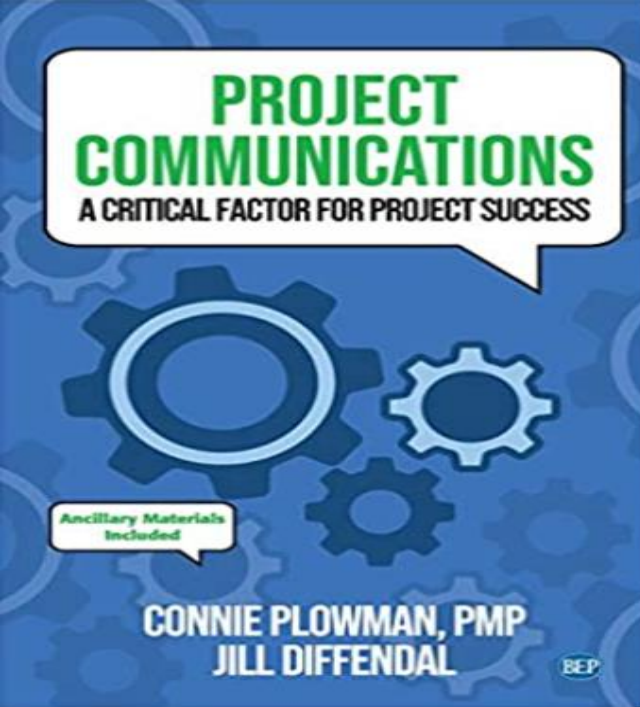
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Project communications

Miscommunication is the biggest culprit in project failures. When changes and updates are not communicated correctly and on time, it creates confusion among coworkers and different departments. This confusion further leads to errors, missed steps in process, conflicts, and more. All these scenarios will ultimately result in delays or budget over.

Because project teams often comprise of professionals with a diverse range of backgrounds and skills, communication is crucial in order to keep each professional informed and on-task. Project managers spend much of their time as leaders communicating to their team to ensure the success of the project.



The book aims to:

This book presents a new way to look at communication within projects. It combines real-world examples and practical tips with theory, research, and professional standards you can apply to any size and type of project.

Gain actionable insights into identifying your audience, choosing the right tools, managing change, and handling conflict. Expand your professional toolkit with templates, activities, and resources. Develop your project communications expertise with reflective questions and recommendations.

After completing this course you will be able to:

Understand why project communication is so important

Understand why people communicate by looking at two different communication theories that focus on communication as a way people handle uncertainty



Trace the evolution of project communications

After completing this course you will be able to:

Evaluate the impact of the quality as well as the quantity of communication in a project

See the connection between effective communication and stakeholder trust

Put a Project communication plan between the different parties of the project



Outline of the Book

The book is organized into **five** distinct parts.

Overview on
communication
theory and
Audience

Planning Project
communication

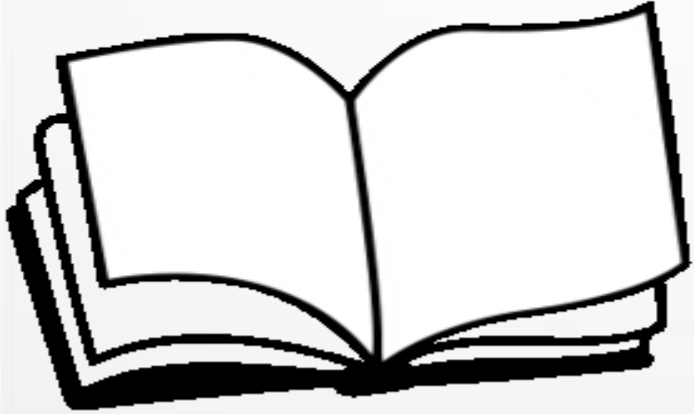
Managing and
Monitoring project
communications

Communication
tools and change

Managing conflicts
through
communication

Chapter 1

Project communications



**Introduction to Project
communication**

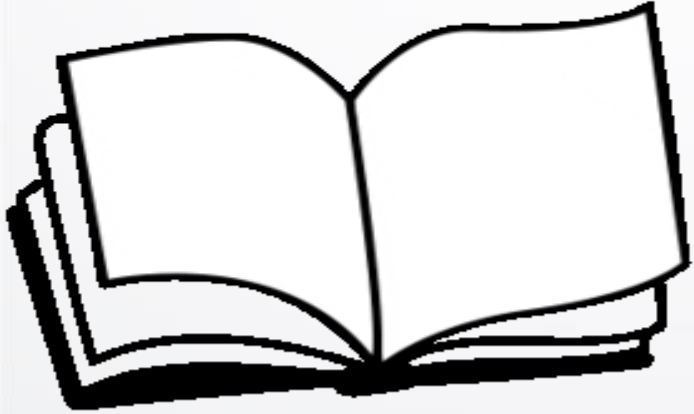
**Improvement of project
communication stages**

Exploring Communication Theories

**Uncertainty and Effective
communication**

Chapter 2

Project communications



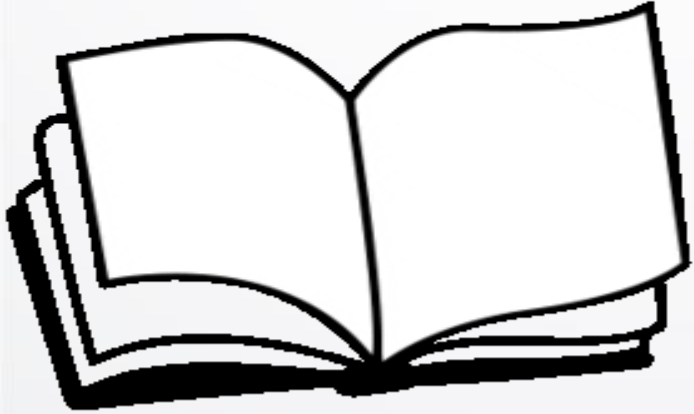
Defining Audience

Prioritizing Stakeholders

Stakeholder engagement

Chapter 3

Project communications

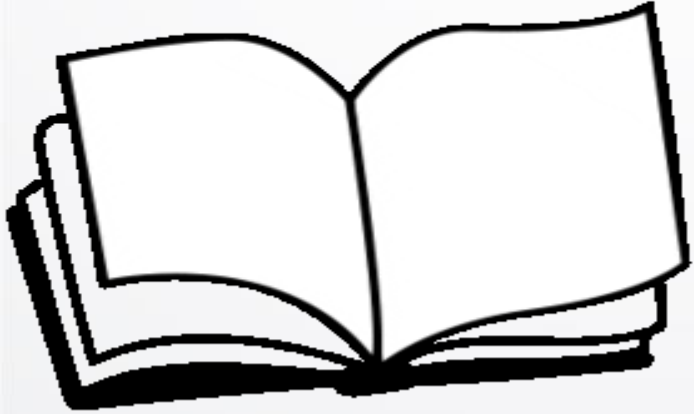


Project Kick-Off meeting

The project Plan

Chapter 4

Project communications



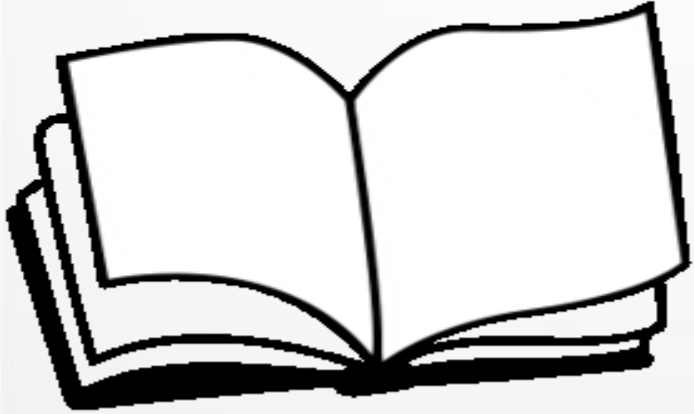
Managing communications

Monitoring communications

Putting it into Practice

Chapter 5

Project communications



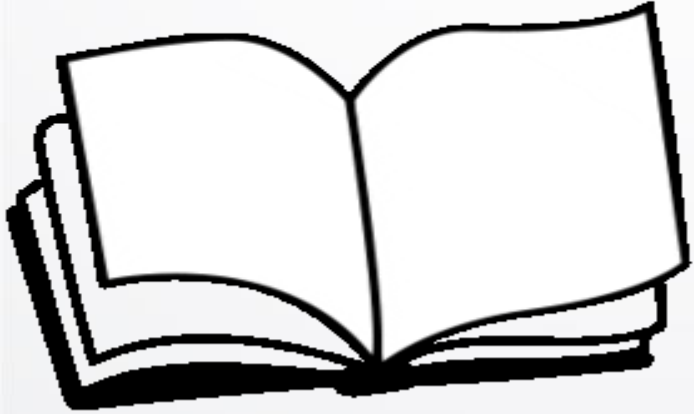
Managing communications

Monitoring communications

Putting it into practice

Chapter 6

Project communications



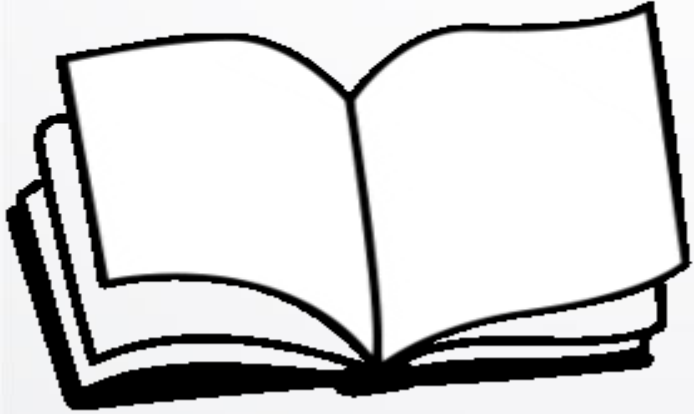
Choosing the right tools

Communication tools

Putting it into practice

Chapter 7

Project communications



Communication tools- part 2

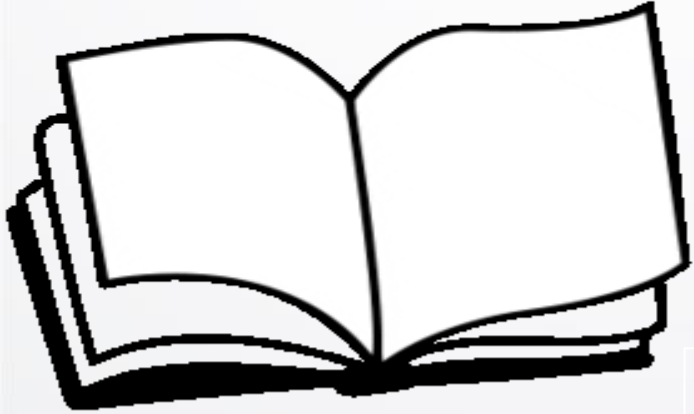
Putting it into practice

Change management

**ACMP's Standard Change
Management**

Chapter 8

Project communications



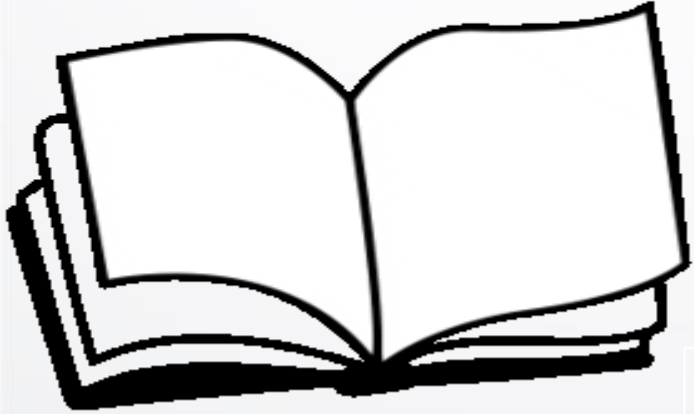
Team Personal pitfalls

Team Process pitfalls

Managing Conflict with Stakeholders

Chapter 9

Project communications

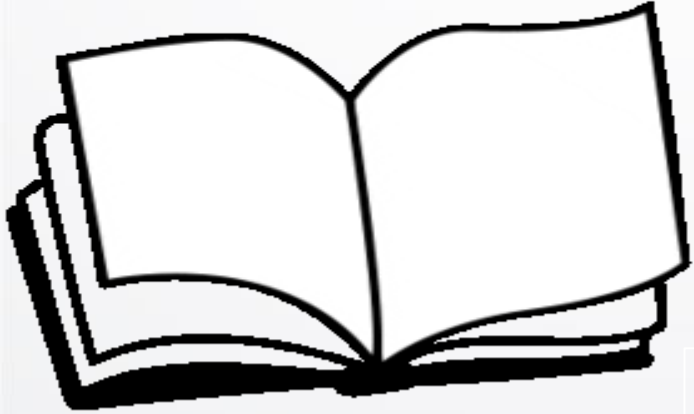


Team Structure

Team development

Chapter 10

Project communications



Various Approaches to Virtual Communication

Leadership styles to communicate to distributed teams

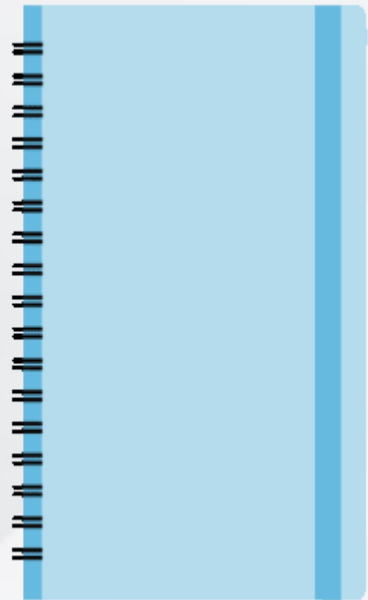
What I expect from you?



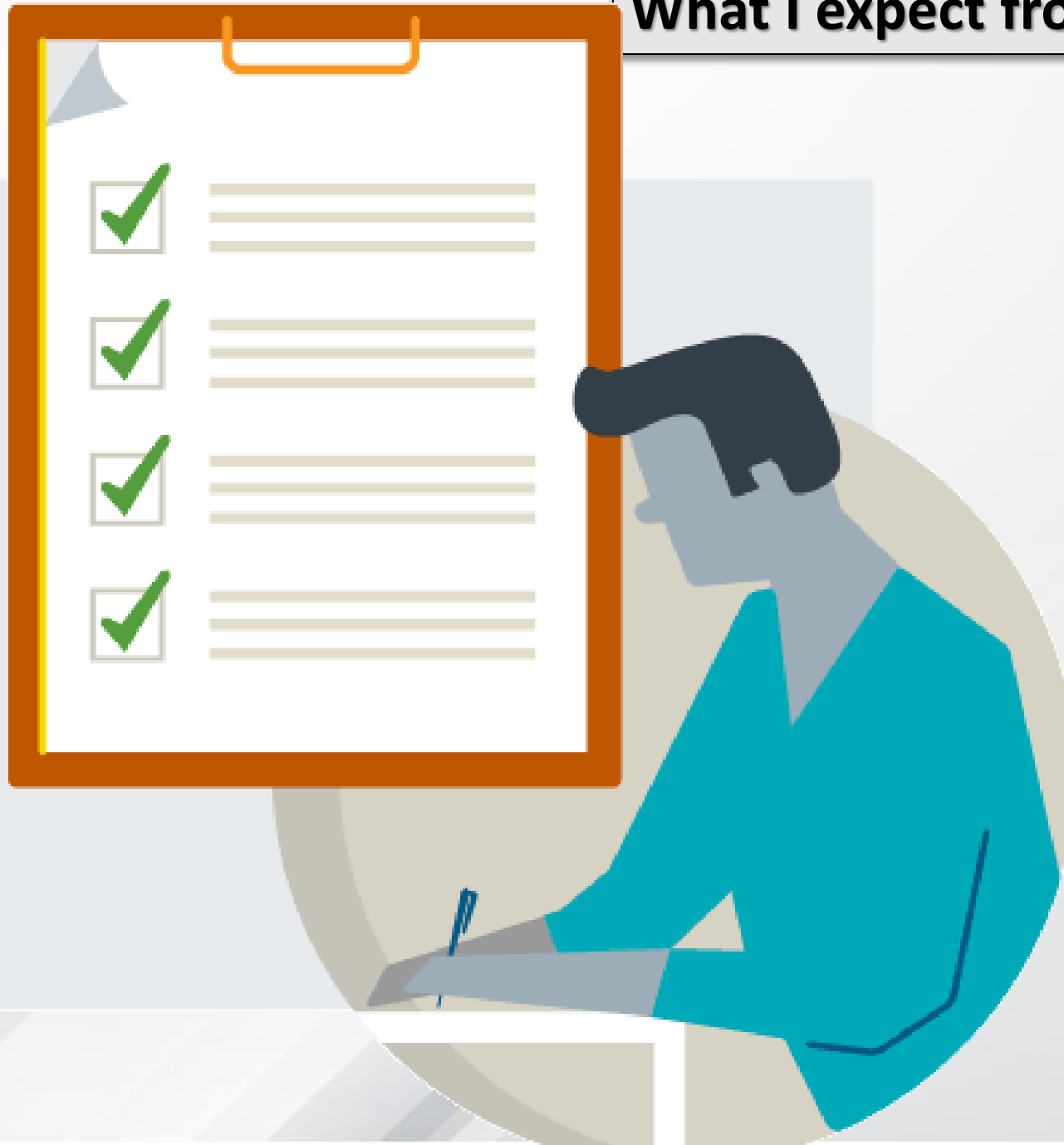
What I expect from you?

STUDY
STUDY
STUDY
STUDY

What I expect from you?



What I expect from you?





Thank You

