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As project manager for the distribution Postal center, and I have a deadline within three months to arrange the postal center, so this will be the schedule.

In the beginning, we need to set a meeting with team that to discuss the target of the postal center and how we can reach our goals in the correct way, by listening to ideas of our team.

For the **Communication Plan** as a project manager, I must refer to the requirements:

- ❖ How many team members should I recruit?
- ❖ How many means and channels of communication should I use for every person?
- ❖ How is the flow of information should be?
- ❖ What is urgency of the information?
- ❖ What is the cost and the budget of the communication channels?

Identifying the risks that may occur during work, how to overcome and solve them properly, and how to take advantage of these risks so as not to affect the sequence of work in the right direction.

For **Managing Communication**, this focus on daily bases tasks, what is happening, and how is the plan is implemented, through the progress of work according to the procedures and planned plans for it, we must follow up all available information.

For **Controlling Communication**, this is to put or solve any conflict could be happen during work, also, monitor it, and ensure its integrity so that it does not affect the workflow and data and information flow, and this is done by evaluating the performance of work until the project is completed on time.