

Assignment 1

First thing I will do is to plan the communication process, by first collecting stakeholder communication requirements (what they want and when do they want it), then plan what information will be communicated, to whom, when and by using what method, taking into consideration some factors such as culture and language to be used. So in short first will plan everything related to the communication process (to make a system) and then conduct a meeting to the staff to explain everything related to this step.

Followed this previous step with managing the communication, after planning the communication process, making sure that communication is going well and the stakeholders is getting the information they need through different means.

This followed up the last step which is monitoring the communication plan process, by analyzing the comparing the actual communication with the plan