



Communication for Project Management

Week 1

Lesson 1: Introduction

Lesson 2: Understanding Project Communication Needs and the Audience You're Speaking To

Lesson 3: Creating a RACI Document

- Role Sort: Distinguishing between various project resources and responsibilities.

- Internal Stakeholders
- Team Members
- Customers

Assignment: Students will create a RACI.

Week 2

Lesson 1: Project Communication Plan and Stakeholder Communication Plan

Lesson 2: Different Methods/Forms of Communication

- When to Use Email vs. Calls vs. Meetings
- Formal/Informal Communication As It Is Related to the Project
 - Updating Key Stakeholders vs. Team Members

Lesson 3: Meetings

- Creating Effective Meeting Agendas
- Staying on Topic and on Task in Meetings

Assignment: Students will create a meeting agenda template.

Week 3

Lesson 1: Project Reports

- Status Reports
- Hot Sheets

Lesson 2: Escalation Tactics

Lesson 3: Wrap Up

Assignment: Students will create a status report and hot sheet template.