Exercise – Week 12

Project CommunicationManagement

In a group of 4-5

Task 1

Review the following scenarios, and then write a paragraph for each one describing what media you think would be most appropriate to use and why. See Table 10-2 (Slide 22) for suggestions.

1. Many of the technical staff on the project arrive at work from 9:30 a.m. to 10:00 a.m., while the business users always arrive before 9:00 a.m. The business users have been making comments. The project manager wants to have the technical people come in by 9:00, although many of them leave late.

2. Your business has been growing successfully, but you are becoming inundated with phone calls and e-mails asking similar types of questions.

3. You need to make a general announcement to a large group of people and you want to make sure they receive the information.