

Communications Plan for Projects: Accidental Project Managers Toolkit Series - Book #3 (Volume 3)



This project management toolkit book is step by step how to do a key part of your project plan; namely project communications. This book will help you focus on the big three - project meetings, project reports, and project stakeholders. Other elements are addressed but the big three are going to consume the lions share of the time you will need to sink into project communications planning, management, and analysis. If you don't get this part right all of that other stuff combined isn't going to save your bacon anyway. Of course project communications are going to take place; with or without a plan. But a wise play would be to not leave more to chance than you have to. Make a small investment - this how to book along with the application of simple to use project tools. Realize a return on your investment - improve the odds that more of the project communications that take place are helpful to the project. In this short easy to follow book I'll take you through 12 steps for project communications planning (you can see them in the table of contents). A simple to use project tool in the form of a project communications plan template is used throughout the book to illustrate the step by step process. There's also a free project planner tracker tool that includes a set of work items for developing and maintaining your project communications plan. A description for each of the work items is included in Chapter 6. You can construct a project communications plan template based on the information provided in the book. In Appendix A there is a complete set of formatting information you can follow to construct your own template. As an alternative you can purchase and download my project communication planner template for dirt cheap (\$2.99). It comes with a use instructions document and a method guide. This book is for, among others: Someone with little or no

project management experience
Someone with enough experience to know they need help - additional things for their project management toolkit Small businesses and organizations - project management templates and methods geared towards your low cost, low maintenance needs

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