

Guide To PM City

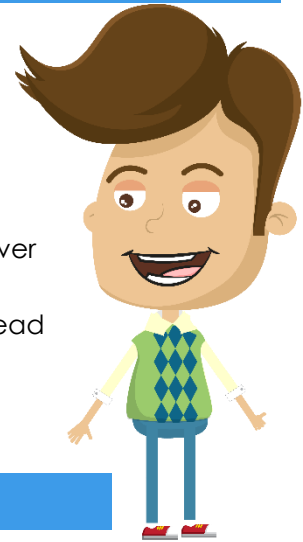
Communications Management
Neighborhood

Your assistant on your journey to becoming a PMP

WELCOME TO PM CITY

Congratulations for embarking on the amazing and challenging journey to PM City. You are in good hands. The Crowd Training has designed and developed a course and a guide that aims to make your travels as productive and as effective as possible.

I am your Tour Guide, PM Guy. I will be with you throughout your journey. In some areas, you may see me. In most areas, you will hear my voice. If you ever need to reach me or have questions, use the comment box in the course module you are currently visiting. This way others with similar questions can read my response and enter their own thoughts and comments.



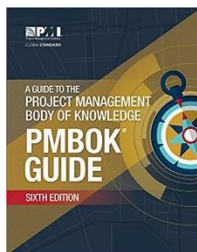
USING THE GUIDE

Use this guide to enhance your learning experience and rate of success.

Neuropsychological research has shown that the act of writing something down as you are taking in new content helps build lasting connections in your brain. When you only listening passively, you engage with the content in the parts of your brain responsible for listening and auditory sensing. By writing things down, you engage more parts of your brain. Add the act of interacting with The Crowd Training content, you build more connections and involve more learning styles. And if you think about your learning and make connections to your work experience and what your project management work may look like in some other industry or company, then you are making even more connections – that's referred to as metacognition.

Make the learning stick. Use this guide as you progress. Make it your own. The resource is for you. Highlight. Draw pictures. Write as much or as little as you want. Whatever works for you. Space is designated for each knowledge area, process, input, tool and technique, output, and extensions.

The guide is arranged to correspond to the content in the module. You may go in any order. You are not required to follow the course as it is laid out here in the guide.



The guide aligns with the Guide to the Project Management Body of Knowledge (PMBOK®) 6th edition. It is highly recommended that you possess a copy of the PMBOK® 6th edition – either in digital form or print. If you join PMI as a member, you receive a PDF digital copy that you may print out. Although, at over 750 pages, that is a lot to print. You can purchase a hard copy for around \$50 - \$80. Or you can elect to reference only the PDF version.

If you have suggestions on how The Crowd Training can make this guide even better, don't hesitate to tell us. Email us at surfer@mycrowdtraining.com

COMMUNICATIONS MANAGEMENT



Project Communications Management is about information. How is the information about and for your project generated and where it is most useful? There is tremendous amounts of information generated and known in any project. This is like air to the project. Not enough air and the project suffocates and dies. When the project is working hard, communication (air) becomes even more critical. The generation, collection, distribution, storage, access, and many other considerations is of concern in this knowledge area.

- About Communications Management knowledge area
 - Tailoring considerations
 - Trends

PLAN COMMUNICATIONS MANAGEMENT

- About the process
- Inputs
 - Project charter
 - Project management plan
 - Project documents



- Enterprise environmental factors
- Organizational process assets



Tools

- Communication requirements analysis
- Expert judgment
- Communication technology
- Communication methods
- Communication models
- Meetings
- Interpersonal and team skills
- Data representation



Outputs



- Communications management plan
- Project management plan updates
- Project document updates



- Agile considerations
- 5 Cs of written communication
- Communications mechanisms
- Additional notes

MANAGE COMMUNICATIONS

- About the process



- Inputs
 - Project management plan
 - Project documents
 - Work performance reports



- Enterprise environmental factors
- Organizational process assets



□ Tools

- Communication technology
- Communication methods
- Communication skills
- Project reporting
- Interpersonal and team skills
- Meetings
- Project management information system (PMIS)



□ Outputs

- Project communications



- Project management plan updates
- Project document updates
- Organizational process assets updates



Agile considerations

Additional notes

MONITOR COMMUNICATIONS

About the process



Inputs

- Project management plan
- Project documents
- Work performance data
- Enterprise environmental factors
- Organizational process assets



Tools

- Project management information system (PMIS)
- Interpersonal and team skills
- Expert judgment
- Data representation
- Meetings



Outputs

- Work performance information
- Change requests
- Project document updates
- Project management plan updates



Agile considerations



- Additional notes