



# Effective Communications for Project Management

*Ralph L. Kliem PMP*

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## **Effective Communications for Project Management** Ralph L. Kliem PMP

Effective communication on projects is a challenging, ongoing process for project managers and stakeholders at all levels within an organization. Project managers experience the greatest challenge due to the nature of their position. They set up and regulate communications that support a project overall.

Effective Communications for Project Management examines elements of effective communications and describes the role that a Project Management Information System (PMIS) has in helping project managers become better communicators. Based on the author's practical experience and insight as a project and program manager, the book describes the role of personality and its effect on the communications process. It also details the seven elements of effective communications:

- Applying active and effective listening
- Preparing the communications and establishing an issues management process
- Drafting and publishing documentation
- Conducting meetings
- Giving effective presentations
- Developing and deploying a project website
- Building a project war room

Containing examples and checklists that are adaptable to almost any project environment, this book is an invaluable resource that not only demonstrates how to attain effective communications, but also how communications can effect a project's bottom line.

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