



Project Planning – Communications & Stakeholder Management

This course presents the following topics:

- Meet the Author
- Introductions and Learning Objectives
- What is the Project Communications Plan?
- The Stakeholder Management Plan
- The Stakeholder Register
 - Stakeholder Analysis Assistant
- Stakeholder Management Plan (SMP) Components
 - SMP Outline
 - Introduction
 - Project Description
 - Key Stakeholder Information
 - Stakeholder Inter-relationships
 - Stakeholder Scope and Impact of Change
 - Reporting Requirements
 - Information Distribution
 - Assumptions
 - Tools – Identifying Stakeholders
 - Stakeholder Planning
 - Tools – Manage Stakeholder Engagement
 - Tools – Control Stakeholder Engagement
 - Update Guidelines
 - Project Templates
- Communications Management Plan (CMP)
 - CMP Outline
 - Introduction
 - Project Description

- Project Team Directory
- Roles & Responsibilities
- Confidential Information Release
- Reporting Requirements
- Information Distribution
- Escalation
- Time & Budget Allocations
- Tools – Communication Planning
- Tools – Communication Management
- Tools – Control Communications
- Communication Constraints
- Communication Flowcharts
- Update Guidelines
- Project Glossary
- Reporting Format
- Project Templates
- Commonsensical Approach
- Closing
- Course Summary, Evaluations and Certificate