



## **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