

# BSBPMG516A

## Manage Project Information and Communication

### Course Duration

Face to face: 1 day

PDU's: 8

### Course Objectives

Manage Project Information and Communication aims to provide participants with the performance outcomes, skills and knowledge required to link people, ideas and information at all stages in the project life cycle. Project information and communications management ensures the timely and appropriate generation, collection, dissemination, storage and disposal of project information through formal structures and processes.

The participants will learn the principles of project information and communication to plan communication processes, manage project information, and assess communication management outcomes and apply communication to projects.

This **one (1) day** course will give participants a solid understanding of the timely generation, collection, distribution, storage, retrieval, and disposition of project information, structured around the Manage Project Communication knowledge area of the *Project Management Body of Knowledge (PMBOK®) Guide 5<sup>th</sup> Edition*.

### Learning Outcomes

- Identify, document and analyse information requirements, with input from stakeholders and guidance from a higher project authority, as the basis for communications planning.
- Develop, within delegated authority, an agreed communications management plan to ensure clarity of understanding and achievement of project objectives throughout the project life cycle.
- Establish and maintain designated project management information system to ensure the quality, validity, timeliness and integrity of information and communication.

### Register for this course

Return a scanned copy of this page to:

[info@im.edu.au](mailto:info@im.edu.au) – Australia

[info@bluevisions.ae](mailto:info@bluevisions.ae) – UAE + MENA

[infor@bluevisions.co.id](mailto:infor@bluevisions.co.id) – Indonesia + All of Asia

Or contact us at one of the locations below.

No. Of Participants

### Contact Details

First Name : \_\_\_\_\_

Surname : \_\_\_\_\_

Company : \_\_\_\_\_

Phone : \_\_\_\_\_

Email : \_\_\_\_\_

Preferred City

Preferred Month

### Contact Us

Australia Wide: 1300 988 899

Beijing: +8610 8587 2353

Doha: +974 4452 8175

Indonesia: +6221 2555 8789

Singapore: +65 6725 6365

UAE (all Emirates) : +971 4 452 3399

- Manage the generation, gathering, storage, retrieval, analysis and dissemination of information by processes throughout the project life cycle.
- Implement, modify, monitor and control designated information validation processes to optimise quality and accuracy of data.
- Implement and maintain agreed communication networks between project staff, client and other stakeholders to ensure effective communications at appropriate levels throughout the project life cycle.
- Identify communication and information management system problems and report them to a higher project authority.
- Conduct finalisation activities to ensure agreed ownership of, and responsibility for, information collected.
- Review project outcomes to determine the effectiveness of management information and communications processes and procedures.
- Identify and document lessons learned and recommended improvements, and pass on to higher project authority for application in future projects.

### Delivery Strategy

This **one (1) day** program is engaging and will be led by our experienced trainers who have combined management experience and academic excellence. Our program design and delivery is based on adult learning principles and experiential learning. Participants will receive a *state-of-the-art* student manual with all reference material, PowerPoint presentations and activities, as well as the formal assessment.

### RPL and Credit Transfer

Institute of Management can formally recognise a student's existing level of skills and knowledge in two ways:

- Recognition of prior learning (RPL).
- Credit transfer.

### Audience

This course is targeted at those who are employed as:

- Project team member
- Project administrator
- Project analyst
- Project assistant
- Project coordinator
- Project officer
- Small business operator in a wide range of industries
- Project records officer
- Project support
- Communications liaison
- Contracts officer
- Estimator and scheduler
- Quality officer

## PROGRAM OUTLINE

### Day One

- Key Processes in Managing Project Communications.
- Communications Fundamentals and Planning.
- The Communication Model and Filters.
- Communications Barriers.
- Stakeholders and Communication.
- Communication Types.
- Communication Management Plan.
- Project Management Information Systems.
- Assessing Communications Management.