



Project Reporting Management

Who should attend

This course is primarily designed for new and experienced project managers and supervisors who want to improve their project communication management skills. The course is particularly helpful for new project managers, and for project managers working in multi-stakeholder project environments. Individuals taking this course should have at least two years of experience working on project teams.

What you will achieve

- The ability to identify and classify stakeholders that can significantly impact the project.
- The ability to analyze your project reporting requirements for keeping internal and external project stakeholders informed of project status.
- The ability to create a functional, practical project reporting plan.
- The knowledge of what communication tools are most effective in what circumstances.
- The ability to effectively report project status, integrating information regarding project schedule and cost.

Course Outline

- Module 1: Introduction to Project Communications Management
- Module 2: Identify Stakeholders
- Module 3: Plan Project Reporting Management
- Module 4: Distribute Project Information
- Module 6: Report Project Performance

