The Project Manager's Communication Toolkit

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Addressing the unique difficulties involved in day-to-day project management communication, **The Project Manager's Communication Toolkit** provides proven methods for creating clear and effective communications—including text-based plans, reports, messages, and presentations. It examines the many tools available and goes beyond traditional coverage to define their proper use and application.

Using language that's easy to understand, the author explains how to determine the appropriate tools for specific communication needs. This time-saving resource provides the understanding to harness the power of everyday communication, such as email and PowerPoint® to:

- Gain control over project parameters
- Overcome conflict
- Create effective project plans, charters, and statements of work

Considering that most projects fail due to lapses in communication, it is essential for project managers to understand how to communicate their plans and ideas clearly and effectively. Complete with numerous examples and case studies, this book provides the understanding required to select the right tools, as well as the insight to use those tools effectively in a wide range of real-world situations.

Praise for:

... a 'slam dunk' in providing the reader a foundation, emphasizing various tools, techniques; and in which situations they should be applied. The case studies further challenge the day-to-day situations one may face; providing techniques that work! Anyone that has been part of a project team will benefit from this book.
—Lisa Holowiak, Quality Assurance Specialist, Pfizer, in *PM World Today,* Vol. XII, Issue X

… a valuable resource for program and project managers at all levels and all industries. Shankar very successfully managed very large and complex projects for my organization utilizing many of these tools and techniques.
—Nancy Couture, V. P. Enterprise Intelligence, Ingenix

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From reader reviews:

George Valentine:

Now a day individuals who Living in the era everywhere everything reachable by talk with the internet and the resources within it can be true or not call for people to be aware of each data they get. How individuals to be smart in acquiring any information nowadays? Of course the solution is reading a book. Examining a book can help people out of this uncertainty Information particularly this The Project Manager's Communication Toolkit book since this book offers you rich facts and knowledge. Of course the details in this book hundred percent guarantees there is no doubt in it you probably know this.

Ellen Garcia:

Hey guys, do you wants to finds a new book to read? May be the book with the concept The Project Manager's Communication Toolkit suitable to you? The actual book was written by renowned writer in this era. Typically the book untitled The Project Manager's Communication Toolkitis a single of several books that everyone read now. This book was inspired a lot of people in the world. When you read this e-book you will enter the new dimensions that you ever know just before. The author explained their idea in the simple way, so all of people can easily to recognise the core of this e-book. This book will give you a great deal of information about this world now. So you can see the represented of the world in this particular book.

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Robert Jackson:

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