

Information Distribution—Activity Definition

Purpose:

The objective of this activity is to ensure that all appropriate parties are kept informed.

Participants:

Project Manager, Project team, and relevant stakeholders

Inputs:

Integrated Project Plan [3]

Process:

1. Execute Communication Management Plan.
2. Monitor and revise communication management plan as necessary.

Outputs:

Instrument decided in Communication Plan

Information Distribution—Guidelines

1. All relevant information needs to be communicated to the appropriate parties at the right time and in the appropriate format.
2. The frequency of team meetings depends on the timetable for the project and the need to get information in a timely manner. For instance, if the project is three weeks, the team might want to meet twice a week. If the project is eight weeks, weekly is probably appropriate.
3. Managing communication on a project is very much a matter of managing expectations. Status Reports, for instance, are a way of communicating to stakeholders how the project is progressing against its schedule and budget. You include information on issues, scope change, risks, etc., as a part of providing information to manage expectations.