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receive it throughout the course of the project a project communication plan outlines how important information will be communicated throughout your project who will be communicating and when that information will be shared this communication plan should bring value to everyone involved in the project including project stakeholders project manager or managers and clients a project communication plan sets clear guidelines for how and when information will be shared as well as who's responsible for and needs to be looped in on each project communication this simple document helps streamline communication through the most efficient and effective channels for project teams and stakeholders september 28 2023 by ten six a project communication management plan is essential for successful project delivery it's these plans that ensure stakeholders stay informed and engaged throughout a project while allowing team members to remain focused on their tasks without interruption abstract this paper focuses on the importance of communication in project management nothing is more important to the success of a project than effective communication effective communication management uses five steps to help project managers actively listen to customers and teammates and then involve them in developing solutions that meet the project's objectives michael s terrell pmp has been involved in project management for over 18 years a project communication plan is an agreement between collaborators and stakeholders that outlines what when and how information will be shared at key intervals information like status updates task related questions and meeting details should all be included in this written guide effective project communication ensures that all relevant parties can contribute to the project to their fullest extent to meet and exceed expectations the purpose of this paper is to provide readers with tools techniques and step by step guidance for establishing a project communication 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