**Project Management**

**Project Communication Fate**

Communication is an integral aspect for the success of a given project as it provides the fuel for effective management of programs. Based on this premise, the Green Team will adopt an effective communication plan in order to fast-track project activities. An approach in the management of communication in the Green Team varies on three considerations. The first aspect inclines to the persons who need to be informed about the project activities (Kerzner & Kerzner, 2017). In the dissemination of information about the Green Team, priority in communication will be given to the top executives and project sponsors. The group owns the project and every activity undertaken by the Green Team needs to be concisely addressed to these senior stakeholders. Team members and employees are as well informed about the project so that they own up program activities to realize intended outcomes (Wysocki, 2011). Other stakeholders such as clients will be informed about products and services provided by the Green Team since their purchases contribute revenue that sustains the project. Communication will focus on informing customers about terms of services provided by the Green Team quality of products developed compared with those stocked by competitors.

The second perspective of communication fate inclines to the type of information to be communicated to the stakeholders. The Green Team’s top executives will be informed about the status of the project in terms of finances in addition to variances in program cost and time. Functional managers, on the other hand, will need to know information about employees, project schedules and time so as to establish accountability (Wysocki, 2011). However, details about communication demands will not only be achieved through the recording of meeting and progress notes but also through assessing problems and success of Green Team’s program activities.

However, communication for the Green Team will also take into account schedule matrix in terms of the right time to disseminate information. Essentially, daily, weekly, bi-weekly and monthly communication will be achieved based on project conditions and the urgency of programs for the Green Team. Memos will be availed weekly to constantly remind employees and other stakeholders about their role in ensuring that the Green Team realizes its intended goals. Notably, the communication schedule plan will be as per the table below:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Communication Type** | **Objective of Communication** | **Medium** | **Frequency** | **Audience** | **Owner** | **Deliverable** | **Format** |
| Project Team Meetings | To introduce project team.  To deliberate on the aim of the project.  To discuss and propose budget. | Face-to-face | Monthly | Project team  Stakeholders | Project manager | Meeting minutes  Activity schedule  Budget estimates | Written documents archived in the company files.  Also, soft copy archived on Google Drive and project website. |
| Stakeholders meeting | To deliberate on the project progress. | Face-to-face | Weekly | Project manager  Project sponsors  Employees  Customers | Project manager | Project status report  Project schedule | Written documents archived in the company files. |
| Executive sponsor communication | To assess and evaluate financial expenditures in the project. | Face-to-face | Bi-weekly | Executive manager  Project Sponsors | Project sponsor | Status  report review | Written documents archived in the company files. |
| Communication to departments | To asses communication schedule matrix in the project. | E-mail | Daily | Employees | Functional manager | Agendas  Project schedule | Soft copy archived on Google Drive and project website. |

**Project Closeout Fate**

Closure phase is the last step in the life cycle of a project. The Green Team’s project closure phase will incorporate records retention and closing of all finances. With respect to record retention, the Green Team’s project manager will ensure that project component such as files are archived and retained before closeout (Kerzner & Kerzner, 2017). Certainly, effective document storage systems for the Green Team will be developed throughout the project before closeout. Conversely, at the end of the Green Team program, the project manager will be responsible for ensuring that invoices, work orders, and all purchase orders are consolidated to provide a picture of expenses and incomes. Apparently, deliverables will be handed over to both loyal and new clients to the programs. Besides, contracted staffs and project equipment will be released as a way to inform stakeholders on the closure of the project (Wysocki, 2011). Intrinsically, after dissolving the project, post-implementation review will be undertaken to ascertain Green Team’s project success. Besides, the completed review will also provide lessons learned about Green Team’s success or failures to establish validity for future adoption.

**References**

Kerzner, H., & Kerzner, H. R. (2017). *Project management: a systems approach to planning, scheduling, and controlling*. John Wiley & Sons.

Wysocki, R. K. (2011). *Effective project management: traditional, agile, extreme*. John Wiley & Sons.