

Make sure information is sent, confirm reception,
See information is efficient & effective
Notify depts. when they will be impacted through P

Request changes

- P charter
- PP / P doc's
- WBS
- Meeting schedule
- Work assignments
- New risks uncovered
- Uncertainties
- Problems
- Successes

Send & receive information

- Changes to scope
- Schedule of planned reviews
- Updt. PP / P doc's
- Result of change requests
- Delays
- MS completion party
- Performance reports
- Lessons learned
- Issue logs

10.3 Distribute information

Hold meetings

Rules

- Set time limit
 - Schedule recurring meetings in advance
 - Meet regularly
 - Have a purpose for every meeting
 - Create an agenda
 - Distribute agenda in advance
 - Stick to agenda
 - Bring the right people together
 - Chair & lead meetings with set of rules
 - Assign deliverables & time limits
 - Document & publish meeting minutes
- Let people know their responsibility

Tools/Techniques

Comm. Method

Input

- PP
- Performance reports
- OPA

Output

Updt. OPA