

COMMUNICATION BETWEEN PROJECT ACTORS AND PARTNERS

INTERNAL COMMUNICATION - COORDINATION WITHIN THE PROJECT MANAGEMENT TEAM

WHY ?



- ♦ To identify the roles and contributions of each actor in the project.
- ♦ To ensure that the whole team is working towards the same goal and the same objectives (to avoid being side-lined).
- ♦ Regularly inform each other about the project's progress.
- ♦ Encourage synergy (increased efficiency).
- ♦ Maintain motivation and team spirit.
- ♦ Identify obstacles or shortcomings and react promptly.

HOW ?



Define the follow-up modalities
E.g.: meetings, videoconferences, end of activity debriefings, calls, emails, coffee gatherings ...etc.

WHEN ?



Define the frequency of follow-up and exchanges.

WHAT ?



Determine what information needs to be communicated to your partners.

WHO ?



Differentiate between progress updates with the entire project team and smaller group exchanges (for specific activities).

