Contents

1.	Contribute to Communications Procedures Planning	
	1.1	Identify project needs and organisational objectives
	1.2	Contribute to developing the project communications plan networks and techniques
	1.3	Agree on and document communication procedures
	1.4	Seek feedback on communication plan, networks and techniques from clients and other relevant stakeholders
	1.5	Modify communications plan according to the feedback 22
2.	Coı	nduct Information Management Activities
	2.1	Identify, gather and analyse project information
	2.2	Communicate procedures for storing stakeholder information to relevant stakeholders according to organisational policies and procedures
	2.3	Store information and confirm data is secure and auditable
3.	. Communicate Project Information	
	3.1	Communicate with clients and other stakeholders using agreed communication plan, networks and techniques and flow of necessary information
	3.2	Seek feedback from relevant project authorities on information management 38
	3.3	Confirm reports are prepared and released according to organisational policies and procedures
4.	Contribute to Assessing Effectiveness of Communication	
	4.1	Assist in ongoing review of project outcomes to determine effectiveness of communications-management activities
	4.2	Seek feedback and advice from relevant stakeholders on communication management activities
	4.3	Document communications management issues and responses50
	4.4	Communicate issues and responses to higher project authorities
IJ	nit R	eview 55