

Good essay on project planning human capital paper

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Communication and Performance Monitoring

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The project on relocation of the Coca-Cola Headquarters (HQ) from Atlanta, GA to Dallas, TX will involve several major milestones. First of all, the utility contract, negotiating the leasing and personnel relocation will fall under responsibility of the Chief Administration Officer (CAO). Competency gap closure will be done by Human Resource Manager (HRM) Director. Finally, technology and equipment transfer will be controlled by the Chief Information Officer (CIO). Communication is the actual project deliverable that builds on the critical project management soft skill. Taking into consideration that the project is time-bound to a four months period, it is evident that many milestones will be run in parallel or overlap at some stage of the Project Timeline. For the purpose of performance monitoring, it is critical that communication process is based on SMART objectives with clearly identified responsible stakeholder. Each of the project leaders will develop project milestone plans and will ensure to report the activities with the use of Progress Report and e-mail notification. Progress report should be able to meet the objectives of both, project sponsors that are the customers of the project as well as team members that are the critical contributors (Pritchard, 2004).

Building communications plan it is important to answer three questions: Who, What and How. In this situation Project stakeholders (Who?) are the ones to whom performance progress will be communicated. The team should be able to communicate the progress on the above mentioned four milestones (What?). Finally, the project will utilize two ways of

communication on the HQ move project (How?). First of all, Communication should be done on a daily basis by means of Combined Activities and Milestone Progress report that will be available at all times to the stakeholders and their teams on the company intranet. Secondly, audit of the performance should be done on a weekly basis through face-to-face meetings that will update project stakeholders on performance progress and potential postponement issues of related activities.

References

Pritchard C. (2004). Project Management Communication Toolkit. London, UK: Artech House. Print.