

Galvan solar home 1800 watts units

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Scenario 1. Consulting/ knowing the facts are needed in planning the communication (Wolf, 1974). There is a reason why many of the technical staff do not come before 9: 00 a. m. Possibly, they need to complete a heavy workload since they leave later in the evening. Prior to written communication, the project manager can meet the technical group to understand the problem and gain commitment for a stricter 9: 00 a. m. rule. Compromise on late hours work may be reached through overtime incentives if needed. An objective and well-supported memorandum can then be prepared.

Scenario 2. General announcements will involve informing all levels-- department heads, supervisors, and rank-and-file. If the new direction is great in scope, the upper/middle management should be consulted. With gathered insights/greater objectivity, a general memorandum announcement can then be made channeled through various departments. The company newsletter can also be used to ensure wider dissemination in the company, while the company website information can serve outside clientele.

Scenario 3. Action must support communication (Wolf). The project manager should find out the cause of the problem. Then a personal visit to the aggrieved manager, if he/she is open to an appointment, can be used to cordially explain your side—your regular reporting, as well as the inclusion in the list of the executive sponsor, and the cause of the problem. Possibly, a formal memo of explanation may not even be needed, unless the executive asks for it.

Scenario 4. Business communication is reciprocal and multidirectional (Wolf). It goes in vertical, horizontal, and diagonal directions. Thus, communication may go horizontally at the project team level, upward-downward between <https://assignbuster.com/galvan-solar-home-1800-watts-units/>

superior-subordinate levels, and radially to the public, including clientele/consumers. Content/format/tone of status reports and other forms of communication are therefore different, inclusive of either detailed or high-level information as the unique social climate of each organization requires.