



# **Project Communication Tools by Project Size**

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## Project Communication Tools by Project Size

As a four-time author in Project Management books, two specifically on project communications, one of the questions I get the most is about communication tools. Specifically, the question comes in the form of “What is the least amount of tools I can use to communicate project information?”. I answer it the same way every time, “**That is not an easy answer!**”. Why is that? Well, that is because it depends on so many different factors. These factors include the size of the project, complexity, stakeholders..etc.

I wanted to provide a look into one of those factors, and that is project size. It makes sense that smaller projects will have a reduced number of communication tools, but that does not mean they are not important, and the question remains, which ones do I use?

Please review the mapping table that Bruce Taylor and I developed when writing our books on project communications. It will be a great starting point for you to see the communication tools needed for the particular size projects. Oh, and let me know what you think!

# Project Communication Tools By Project Size

## Communication Tools to by Project Size

Small Project (1 week to 3 months)	Medium Project (3 months to 1 year)	Large Project (1 or more years)
<b>Project Initiation Process</b>	<b>Project Initiation Process</b>	<b>Project Initiation Process</b>
Customer Requirements	Customer Requirements	Communication Plan
Design Specification Document	Design Specification Document	Customer Requirements
Project Proposal	Feasibility Study	Document Control System
	Project Charter	Feasibility Study
<b>Project Planning Process</b>	<b>Project Planning Process</b>	<b>Project Planning Process</b>
Earned Value Estimating Tool (Cost & Resource)	Project Kickoff Meeting	Project Charter
Project Schedule	Project Proposal	Project Kickoff Meeting
System Requirements	<b>Project Planning Process</b>	Project Management Plan
	Change Control Plan	Project Organization Chart
<b>Executing &amp; Controlling Process</b>	Earned Value Analysis	Project Proposal
Budget Spreadsheet	Earned Value Estimating Tool (Cost & Resource)	Quality Management Plan
Change Control System	Project Schedule/Baseline	Stakeholder Management Plan
Gantt Chart	System Requirements	Stakeholder Register
Issues List		
Project Status Meeting & Report	<b>Executing &amp; Controlling Process</b>	<b>Project Planning Process</b>
	Budget Spreadsheet	Budget Spreadsheet
<b>Project Closeout</b>	Change Request	Change Control Plan
Acceptance Document	Gantt Chart	Comprehensive Test Plan
Lessons Learn Document	Histogram Report	Design Specification
User Acceptance Document	Issues List	Document Control system
	Risk Matrix Tool	Earned Value Analysis
<b>For Agile users the following are tools that could be used:</b>	Project Status Meeting & Report	Earned Value Estimating Tool (Cost & Resource)
Estimating Tools	<b>Project Closeout</b>	Logic Network Diagram
Information Radiators	Lessons Learn Document	Project Schedule/Baseline
Project Meetings		Quality Metrics
User Stories	<b>For Agile users the following are tools that could be used:</b>	Responsibility Matrix
User Story Backlog	Estimating Tools	Risk Modeling
	Information Radiators	Risk Register Plan
	Product Vision Statement	System Requirements
	Project Meetings	Work Breakdown Structure
	User Stories	
	User Story Backlog	<b>Executing &amp; Controlling Process</b>
		Change Request
		Gantt Chart
		Histogram
		Issues List
		Project Newsletter
		Project Presentations
		Project Status Meeting & Report
		Risk Assessment Form
		Stop Light Report
		Work Package
		<b>Project Closeout</b>
		Lessons Learn Document
		User Acceptance Document
		<b>For Agile users the following are tools that could be used:</b>
		Estimating Tools
		Information Radiators
		Product Vision Statement
		Project Meetings
		User Stories
		User Story Backlog

## What did you think?

Not a bad list, right? It gets you thinking...

Now, I am not saying it perfect, and sure you can debate whether you use this tool or that tool on a particular sized project, but if you are even having that debate, then good, you are as passionate about this stuff as I am, and that is not a bad thing!

What I gave you here is just a mapping document. If you want any more information about any of these communication tools, I have a book for you. My book Project Management Communication Tools has all the details for each of these tools. My book takes you through understanding each communication tool covered in the mapping document. By walking you through creating the tool, and then how to use the tool on your project, you will be in a great position to communicate project information. Also, if you mention you downloaded this eBook and you purchased my communication tools book, I have a set of templates that I will give you for free. Yep, join the hundreds of other project managers worldwide that are already using my templates for their projects.

The Project Management Communications Tools book is on Amazon today in both physical and eBook formats and ready to be purchased. If you are not a fan of Amazon, it is also on Barnes & Noble and in the Apple book store. Lots of choices, but for convenience, here is the [link](#) to the Amazon listing.

