

ASSESSMENT # 4**Total Marks: 30****Answer the following questions:****Q: 1:** Short Questions (15)

- I. Define a communication plan.
- II. Outline some tips for successful communication. / Define a Project Team.
- III. Define the role and the purpose of a project sponsor.
- IV. Describe the frequency of communication.
- V. Outline the different modes of communicating.

Q: 2: Who are project stakeholders? Describe their purpose, the information required, frequency and method. (7)**Q: 3:** Write a note on “Updating and Monitoring the Schedule”. (8)