

Questions Set 2 – Communications Management

1. A project manager is reporting the final status of the closed contract to the stakeholders. Which form of communication is appropriate?

- A. Informal written
- B. Informal verbal
- C. Formal written
- D. Formal verbal

All project reports must be communicated as formal written documents. Not only that, but anything that has to do with a contract DEFINITELY needs to be formal written.

2. A notice sent to a sub-contractor about the contract is an example of which kind of communication?

- A. Informal Verbal
- B. Formal Written
- C. Formal Verbal
- D. Informal Written

Anytime you have any communication having to do with the contract, it's always formal written communication.

3. Which of the following is NOT a type of communication ?

- A. Formal Written
- B. Paralingual
- C. Nonverbal
- D. Noise

Noise is something that interferes with communication. It's not a communication type.

4. The customer has reviewed the deliverables of a project and finds that they are acceptable, and must now communicate that acceptance to the project manager. Which form of communication is appropriate?

- A. Informal written
- B. Informal verbal
- C. Formal written
- D. Formal verbal

Once your project team is done with the work, it's time to check the deliverables against the scope statement, WBS and scope management plan. If your deliverables have everything in those documents, then they should be acceptable to stakeholders. When all of the deliverables in the scope are done to their satisfaction, then you're done with the project! What comes next? Formal acceptance, which means you have written confirmation from the stakeholders that the deliverables match the requirements and the project management plan. Since this

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