

Professional Project Management Communication Activities

Learning Objectives

- Master essential project management vocabulary in English
- Develop effective negotiation skills in a professional context
- Practice meeting facilitation techniques
- Enhance cross-cultural communication abilities

Warm-Up Activity: Vocabulary Challenge (15 minutes)

Work with a partner to complete these engaging vocabulary exercises:

Exercise 1: Match the Terms

Project Management Term	Your Definition
Scope Creep	
Sprint Velocity	
Technical Debt	

Professional Negotiation Scenarios (25 minutes)

Practice these common project management situations with your group:

Scenario 1: Budget Discussion

You need to negotiate a 15% budget increase for your project. Complete the dialogue:

Project Manager: "I'd like to discuss our current budget allocation..."

Client: _____

Project Manager: _____

Client: _____

Scenario 2: Timeline Extension

Your team needs two additional weeks to complete the project. Write a professional explanation:

Meeting Facilitation Practice (30 minutes)

Complete these meeting-related exercises with your team:

Exercise 1: Meeting Agenda Creation

Create a detailed agenda for a project kick-off meeting:

Time	Topic	Lead	Expected Outcome

Exercise 2: Handling Difficult Situations

Write appropriate responses for these challenging meeting scenarios:

1. Team member consistently interrupts others:

2. Meeting is going over time with key points not yet discussed:

3. Conflict arises between team members:

Technical Documentation Exercise (20 minutes)

Create a brief but comprehensive technical document:

Project Overview Template

Complete the following sections for a new mobile app project:

1. Project Scope:

2. Technical Requirements:

3. Timeline and Milestones:

4. Resource Requirements:

Cross-Cultural Communication Scenarios (45 minutes)

Explore these international business situations:

Cultural Communication Matrix

Culture	Communication Style	Business Etiquette	Meeting Protocols
Japanese			
German			
Brazilian			

Cultural Misunderstanding Scenarios

Analyze and provide solutions for these situations:

Scenario 1: Your American team presents a direct critique in a meeting with Japanese stakeholders.

Impact: _____

Better Approach: _____

Resolution Steps: _____

Project Risk Management Workshop (40 minutes)

Complete these risk assessment exercises:

Risk Assessment Matrix

Risk Category	Probability	Impact	Mitigation Strategy
Technical Risks			
Resource Risks			
Schedule Risks			

Risk Response Planning

Develop detailed response plans for these situations:

1. Key team member resignation during critical project phase:

2. Major technical infrastructure failure:

3. Sudden budget cut of 25%:

Stakeholder Management Exercise (35 minutes)

Practice stakeholder analysis and communication:

Stakeholder Analysis Grid

Stakeholder	Interest Level	Influence Level	Communication Strategy
Executive Sponsor			
End Users			
Technical Team			

Stakeholder Communication Templates

Create appropriate messages for these stakeholder scenarios:

1. Project Delay Notification

Draft three versions of the same message for different stakeholders:

Executive Version: _____

Technical Team Version: _____

Client Version: _____

Project Status Reporting (30 minutes)

Practice creating effective project status reports:

Weekly Status Report Template

Project Status Summary	
Overall Status	
Key Accomplishments	
Upcoming Milestones	
Issues/Risks	

Key Performance Indicators

Define and track these project metrics:

1. Schedule Performance Index (SPI):

2. Cost Performance Index (CPI):

3. Team Velocity:

4. Quality Metrics:

Assessment and Reflection

Complete these final exercises to reinforce your learning:

Self-Assessment Checklist

Skill	Confidence Level (1-5)	Areas for Improvement
Project Vocabulary		
Negotiation Skills		
Meeting Facilitation		

Final Reflection

Write a brief reflection on your learning experience: