The Project Management Body of Knowledge contains nine knowledge areas. The seventh knowledge area is Project Communications Management.

This knowledge area describes the process of ensuring adequate communication during a project. Communications planning is the process of planning which mediums will be used to communicate information about the project. Information distribution is the process of distributing project information to all concerned parties. Performance reporting is the process of reporting the overall performance of the team to the program manager. Administrative closure is the process of communicating the completion of a project.

This knowledge area is important to my project because managing communication is key to ensuring that all information concerning the project is communicated clearly and directed to the person it should go to.

