

CHAPTER 9

REPORTS AND PRESENTATIONS



INTRODUCTION

- Without a doubt, good communication is an essential component of the successful management effort. This means conveying the right information to the right party at the right time and in the right form.

Characteristics of good communication

1- clarity

The information must be clear to the receiving party.

2- simplicity

Help to improve understanding, if the information can be efficiently conveyed in one sentence, two sentences or a whole paragraph should not be used .

Characteristics of good communication

3- preciseness and relevance to the subject

Providing too much information May be confusing and counter productive.

4- legibility

Some people have handwriting that is difficult to read, such people should type their communications on a computer.

Characteristics of good communication

- 5- proper support tools

Pictures, tables, charts.

- 6- proper level of details

The communicator must balance the amount of information in an intelligent way.

- 7- good organization and formality

sorting and organization the information so that it is easy for the viewer to read

Characteristics of good communication

8- Retrievable

Retrieving information for live life project may be performed easily by Using the computer commands

9- Transformable

He ability to convert the files is extremely important, so don't use unknown software packages.

The difference between reports and presentations

- Although reports and presentations are both types of communications that aim at conveying information, one major difference exists between them, the written words of a report are the only vehicle for conveying information between the person preparing the report and the person receiving it. for this reason , it should be clear and complete, in presentations the speaker focuses on the speakers persuasive skills

Type of presentations

- 1- contract candidate presentations
this type of presentation should answer the owners implicit question " why should I hire you?"
- 2- sales and demonstration presentations
a representative of a manufacturing or vendor may give a presentation to demonstrate a product .

Type of presentations

□ 3- project status presentations

a project management team may give a presentation to upper management about a particular project and its status.

4- management presentations

The management of a company may conduct a presentation to its staff to inform them about a new work plan, a new system, a new organization, or something else.

Skills necessary giving good presentation

- Presenter should develop seven skills for giving good presentations:

1- Focus on the client's needs

The presenter should present his or her product or service in the best way that serves the client.

2- Be honest

Even though the presenter ultimate goal is to sell a product or service, he or she should still be honest especially with regard to facts and numbers.

Skills necessary giving good presentation

- 3- ensure that materials are visible:
- the presenter must make sure the materials display on the screen comfortably viewable and legible from all sides of the room.

- 4- speak clearly

Skills necessary giving good presentation

- 5- make eye contact

The presenter should speak to the audience not to him self or notes.

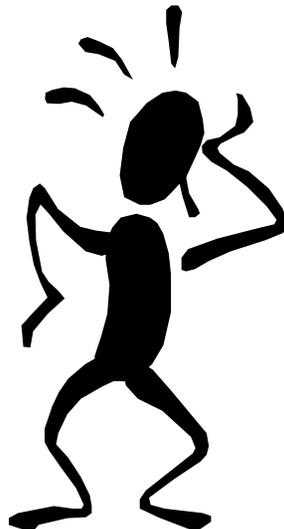


- 6- have a backup plan

Some precautions should be taken in case something goes wrong.

Skills necessary giving good presentation

- 7- watch your body language



The power of presentation

- To create a good report we should ask our selves the following questions:

- 1- does the report include all the information the report user needs?



- 2- does the report include any un needed information ?

The power of presentation

□ 3- is the information clear and well organized?

4- is the information presented in the required format?

5- can the look of the report be enhanced ?

The power of presentation

- Any report text or graphic should contain the following information:
- 1- name of the company and department or division.
- 2- name of the person preparing the report and supervisors
- 3- name and location of the project

The power of presentation

- 4- date
- 5- title of the report
- 6- attachments if any.
- 7- page numbering in format such as "page2/6" so missing pages can be replaced where they belong

The power of presentation

8- legends to explain any graphics and colors in graphic reports

9- definitions of terms that may not be known.

General tips on printing reports

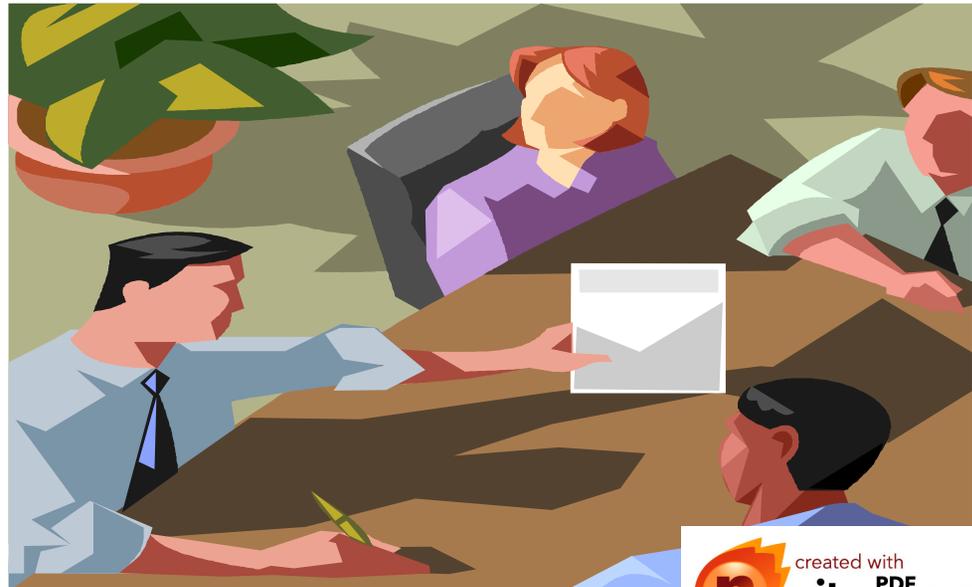
- 1- make sure all information are included and use software filter to help sort out unwanted information.
- 2- margins may be slightly reduced to allow more information per page.
- 3- use fit to one page function in the print menu.
- 4- in limited cases you may print o both sides of the paper.

General tips on printing reports

- 5- most important many reports and another type of communications may remain in the electronic form and need not be printed.
- 6- using a smaller or a different font may help.

SUMMARY REPORTS

- The scheduler must relate the schedule information to the project manager not only as computer-generated colorful charts ,but in clear language as well.



SUMMARY REPORTS

Summary report should contain are:

- The overall situation of the project.
- The preceding information as compared with that in the last update.
- The new critical path, if it changed.
- Cost information (if applicable).
- Any other information that may help the project manager identify trouble spots or makeup for any lost time.

SUMMARY REPORTS

- No unnecessary details such as routine progress per activity, a slight delay in activities that have sufficient float, and so on.
- The summary report should not exceed one page.
- It should be written in the form of a memorandum.

PAPER OR ELECTRONIC REPORTS?

- The software industry has developed several software packages for the purposes of construction management projects ,such as Primavera, Meridian 's Prolog Manager, and Timberline 's Project Management .

PAPER OR ELECTRONIC REPORTS?

This software helps to:

- Organize the paperwork (any document that relates to the project management).
- Speed up the
- communications.



PAPER OR ELECTRONIC REPORTS?

users of electronic media should follow certain precautions such as the following:

- Back up your documents periodically.
- Programs such as P3 and Primavera enterprise (P3e) are disk based and not memory based.

PAPER OR ELECTRONIC REPORTS?

- When the e-mail system is used for communication, print important e-mail messages or transfer them from the inbox to a permanent folder.
- For projects that require periodic updating , always make a copy of schedule before updating .

PAPER OR ELECTRONIC REPORTS?

- When making a copy of schedule on floppy disk or a CD , label it with the project name , version, and date.
- Some users of simple programs such as word processors and spread sheets "insert" the date rather than typing it.

PAPER OR ELECTRONIC REPORTS?

- It has been said that your hard drive is like your garage :no matter how large ,it will be soon be full of junk.
- Only professionals should be in charge of company technology, to filter every electronic correspondence through the continuously updated antivirus program and firewalls.

E-REPORTS

- Reports can be e-mailed.
- Many computer programs offer the save as option with several format options (HTML format).
- HTML format: which allows the user to view the report in Internet Explorer or Netscape Navigator.

E-REPORTS

- Several Primavera products call this option the publish function.
- When the e-report has multiple files the sender may want to (ZIP) them in one compressed , self extracting file.

E-REPORTS

- The sender should identify each report and include a table of contents with a brief description of each report.

COMMUNICATIONS IN THE INTERNATIONAL ENVIRONMENT

- making a mistake as a result of lacking knowledge about a local culture and work environment is easy, and possibly embarrassing and costly.

COMMUNICATIONS IN THE INTERNATIONAL ENVIRONMENT

we cover only some scheduling -related issues:

- For the international project writing the name of the month rather than its number ,is recommended.
- Most of western world starts the workday on Monday and takes Saturday and Sunday off anon work. this is not necessarily the cause in middle and far east software defaults must be checked and adjusted accordingly.

COMMUNICATIONS IN THE INTERNATIONAL ENVIRONMENT

- Holidays differ from one country to another. They may have to be inserted as a non workdays in the schedule.
- In the daily work schedule , the number of work days (5 or 6),start time, finish time , lunch break ,and siesta time, and other breaks may have also differ. Thus , productivity and hence activity duration ,may have to be recalculated.

COMMUNICATIONS IN THE INTERNATIONAL ENVIRONMENT

- Weather can have a significant impact on the schedule.
- The labor market and customs also differ from one place to another.
- Availability and methods of acquisition and delivery of materials and equipments may differ significantly.

COMMUNICATIONS IN THE INTERNATIONAL ENVIRONMENT

- Communications among different cultures, even those using the same languages, may result in misunderstanding .
- Currency exchanges may create a nightmare for management.

