5 Most Common Mistakes in Managing Multiple Projects: Communication Breakdown (Final Part)

If you’re a project manager of a team or a company, you probably have multiple projects in progress at the equivalent time. But keeping track of all the ongoing projects can become complex, and complicated. Without a good procedure for managing multiple projects at a time, it’s tough to recognize what work to prioritize, how to support your team effectively manage their load, and if everything is all getting done on time.

While managing multiple projects project managers often make a few mistakes. In our previous series, we have already discussed the common mistakes done by project managers while managing multiple projects. Today we will discuss the last but not the least topic communication breakdown.

Mistake #5: Poor Communication Within Your Team and With Clients.

Maximum projects fail down due to the lack of communication among the project managers and investors. When it comes to managing multiple projects or a single project, you can’t go at it alone. Even the best tools or technologies won’t matter much without operative communication within your team and with clients. In other words, you’ve got to know how to communicate with your clients and team members. If you talk regularly with your clients then we will be able to integrate your project anytime. For knowing the updates, progress, the workflow of your ongoing projects you must have to communicate with your team members. Lack of communication will affect in loss of time and money, as well as it will increase your stress.

Now let’s see how you can win the communication gap.

Winning Strategy #5: Build Up Communications

Miscommunication has been one of the biggest problems of project managers in tracking project progress and ensuring that the ongoing project is completed in time.

According to a survey, 70% project fails due to the lack of communication among the project managers and stakeholders. So, there is no scope of making it likely.

Your clients and team members are eventually determining the success of the project, but they are not in the same workplace and you cannot cooperate face-to-face with them. But it is necessary for you to involve not only your team members but also your clients too.

Why the client’s involvement is needed?

To satisfy the client’s expectation you need to involve them in the project. It will become easy for you to know the client’s exception, what he wants in the project, or which part he wants to update? So, as a project manager, your life will be easier. You easily can order your team members that what should do or how the project will full fill client satisfaction. That’s why your project information and workflow have to be transparent to clients. You can arrange a meeting regularly with your clients so that they can know the total progress of the project, also they will be able to send their feedback on it.

On the other hand, Communication with your team members is everything for managing a project. Monitoring progress, receiving early warnings of danger from clients, promoting cooperation, motivating through team involvement all of these depend on good communication. If your team members know everything about the client’s satisfaction or demand then it will be easy for them to build a good project. In the long run, it will be beneficial for you.