



ETB/SOLAS Project Management Office

ETB/SOLAS PROJECT MANAGEMENT OFFICE

COMMUNICATIONS OVERVIEW

CONTACT US

Please contact the PMO

☎ 01 8892094

✉ etbsolas_pmo@education.gov.ie

AUDIENCE

Identified PMO groups as required and general stakeholder groupings.

PROJECT PURPOSE—THE WHY?

To increase the awareness of the work of the Project Management Office in the ETB and SOLAS sectors, and to support the reform agenda.

TIMEFRAME

This project will run from June 15– Dec 2016

DELIVERABLES

1: We will deliver a monthly programme update to CEs

2: We will deliver a bi-monthly update to the sector

3: We will deliver a PMO Stakeholder map

4: We will deliver a sector communications calendar

5: We will deliver an email and contact list of dedicated contact persons in 16 ETBs

6: To provide PMO project managers with a framework for standardising communications from the PMO

7: We will deliver a published Communications Plan



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PROJECT OUTCOMES

- To make stakeholders aware of the who, what, when, where, why and how of the PMO;
- To engage directly with staff who are affected by Shared Services Projects;
- To provide project managers with communication and engagement tools for updating or involving project stakeholders;
- To adopt a consistent communications style across all projects'.

PRINCIPLES

This PMO apply the following principles to this project:

- On-going meaningful engagement with staff and staff representatives;
- Open and transparent communication with stakeholders;
- Regular communication and consultation with ETBs and SOLAS particularly in relation to policy issues.

OWNERSHIP

- Real communication happens when we all take ownership of it.
 - Communications issued from the PMO office need to filter right through each ETB.
- The assistance of the ETB/SOLAS project managers, the CEs, ETBI and the ETB dedicated communications are critical to the success of ensuring that communications issued are broadly circulated.