

Communication Art in Project Management—— Taking the Project of University Educational Administration Management System as an Example

Shi Jian

Xian Fanyi University, Xi'an, Shaanxi, 710105, China

Abstract: *Communication accounts for a large proportion in the whole project management, especially for the educational administration system of colleges and universities. Through effective communication, the effective operation of the whole system can be better implemented, and at the same time, the efficiency of the project can be improved, and the effect of the entire operation level can be improved. Therefore, the overall communication should be strengthened in the management of the entire university educational administration management system project, so as to achieve the orderly development of the entire project.*

Keywords: *Project Management, University Educational Administration System, Work Teaching Management*

1. Introduction

In recent years, with the deepening of educational reform and the rising of college reform, more and more colleges and universities have begun to use more effective educational administration systems for school management. The communication of project management in the whole college educational administration system is a problem that is often ignored. [1] Although there are no clear requirements and hard targets for communication in project management. However, it plays an important role in the management of the entire university educational administration system, not only runs through the entire process of the entire educational administration system, but also is one of the key factors that determine whether the entire system can operate smoothly and maintain stability. This paper discusses the communication art in the entire project management by studying the communication in the university educational administration management system, so as to provide scientific basis for communication in the next step of project management.

2. Characteristics of communication in project management

In the whole project management, the purpose of communication is to clarify the needs and provide the entire information communication channel, and complete the transmission of the entire information chain through the generation, collection, dissemination, preservation and configuration of information, especially in the university educational administration management system. This requires that the person in charge of the whole project should have a good ability to transmit and receive information in the project management communication of the entire university educational administration system. The implementation and implementation of the whole project shall be ensured by accurately communicating information.

In the communication process of the whole project, the accuracy of the overall communication must be guaranteed first, especially in the process of project progress promotion and multi-party communication confusion, which is more likely to cause misreading due to the large number of communicators, differences in the expression of communication members, etc., which will lead to deviation in the implementation process of the whole project, and even lead to the deviation of the entire project from the intended design and major errors. Therefore, in the communication process of the whole project, we should follow the systematic communication channels, make the whole communication smooth through effective classification, reasonable marking and answering, and increase the effectiveness of communication through scientific organization, command and communication coordination.[2] Therefore, the characteristics of project communication in the whole communication process are mainly complexity and systematicness. This is especially true in the university educational

administration management system project. The overall logic of the university management system is complex, involving teaching implementation, teaching plan, teaching office, performance management and other businesses. It is easy to cause imperfect system operation due to poor communication and untimely communication in the whole project communication process.

3. Explaining the communication in project management with the example of university educational administration management system

In the educational administration management system of colleges and universities, the most complex is that there are many colleges and majors in the university. All kinds of teachers and students have different needs for the educational administration management system. The types, projects and people that need to be designed in the entire management project are very wide, so it is easy to have problems in the project management of the entire educational administration management system due to untimely communication.

3.1. Communication management between the implementer and the user

Before the implementation of the whole project, the project management party should first form an effective communication relationship with the school, define the main needs and requirements of the school in the entire educational administration management system, clarify the needs and ideas of users through communication, what functions they want to accomplish through the educational administration management system, and what requirements are in the management of the educational administration system, and make reasonable planning according to the overall needs and conditions, so as to ensure that the overall direction of the entire educational administration management system can be accurately grasped in the subsequent construction process, ensure that the project management can always be done according to the needs of the school in the entire implementation process.

3.2. Communication management between the implementer and the demander

In addition to the communication with the user, we should also focus on increasing the communication with the demander in the educational administration management system, which plays an important role in the construction of the entire educational administration management system. In the educational administration management system, we design different functions such as educational administration management, score management, student status management, and each function corresponds to different data at both ends. Therefore, in the process of building the entire educational administration management system, the implementer must strengthen the detailed communication with each functional demand party, and clarify the needs and requirements of each function through communication, so as to ensure that effective judgment and scientific layout can be made in the framework of the entire educational administration management system, and meet the different needs and requirements of users and demand parties.

3.3. Implementing communication management within the team

In the communication of the whole educational administration management system project, the whole project team has their own different division of labor, but they must cooperate with each other to complete the whole project. Therefore, there should be effective communication within the whole project team, especially in the educational administration management system, there should be sufficient communication between each sub project, and the management and implementation of the whole project should be completed through overall coordination and cooperation. Therefore, in the whole project management, the communication within the team also plays a very important role. Only through effective communication can the whole project be carried out orderly to achieve the desired purpose.

4. Taking the educational administration management system of colleges and universities as an example to explain the art of communication in project management

Effective communication in the project of the entire university educational administration management system is one of the important means to improve the efficiency of project management, improve management services and ensure the completion of tasks. Only by fully applying the art of communication in the entire project management can the entire university educational administration

system be built in order to ensure the smooth completion of the entire project. Therefore, we should pay attention to priorities in the entire communication, and seek cooperation in focusing on individual needs, in order to ensure the implementation and completion of the whole project through effective and good communication skills.

4.1. Full investigation before communication

Before the construction of the entire university educational administration system, the implementation team should conduct a full survey of users and demanders of the entire educational administration management system. Through the survey, it is necessary to clarify what specific requirements and expectations the users of the university educational administration management system have for the entire system, so as to ensure that there is a reasonable implementation plan before communication with the school to enhance the effectiveness of communication with all parties. Therefore, in the construction process of the entire university management system, the premise of effective communication is research. Only through research can we have a say, and only through research can we obtain the most accurate needs, in order to ensure the effectiveness of communication between the entire team and with the school.

4.2. Making adequate plans in communication

In the whole communication process, the project management team should have a clear communication plan. Through the understanding of the entire educational administration management system, from the whole to the individual, from the important to the secondary, there should be a clear communication plan. At the same time, in the whole communication plan, the responsible persons of both parties and the specific content of communication should be clearly defined, so that the content of their own communication, why they communicate, and what purpose they want to achieve can be really clear. Only such communication is really effective, and only such communication can truly ensure the effectiveness and continuity of the whole communication, and ensure that the communication error rate can be reduced through effective planning in the complex educational administration management system.

4.3. Attaching importance to high-level dialogue in communication

In the whole process of project management, due to the involvement of many departments and the communication of many projects, different kinds of needs have emerged in the whole communication process, and even the opposite results have emerged. Therefore, in the whole communication process, we should pay attention to the content of high-level dialogue, and determine the key points and difficulties of the project from top to bottom, so as to ensure that there is a corresponding basis in the communication between the two sides of the whole project, so as to determine the choice of the whole project or function, achieve the best effect and avoid disputes between the parties.

4.4. Establish a good cooperation mechanism to ensure the smooth progress of communication

In the process of educational management system project management, colleges and universities need to cooperate with the third branch to develop good communication and cooperation mechanism, provide good guarantee for the success of the project. In the process, the contractor should further clarify their attitude and reduce the cooperation attitude to increase a guarantee for cooperation success. The project inevitably requires the joint cooperation of various parties, and actively make the use of various resources and facilities, to make up for the defects and deficiencies existing in all aspects. Both sides should give enough trust and support for the project philosophy and objectives, and status reports, good, accurate and honest communication about the project. To further help to the effective implementation and smooth development of the project, we should avoid the most possible factors that may hinder and affect the final optimization of the project, through the establishment of good cooperative mechanisms, both sides invest more time and energy in studying measures to effectively develop the project, in order to achieve a win-win situation. We should also avoid giving too much and creating an unbalanced mentality. If the project implementation is terminated due to the interference of various external environment factors, all of the above circumstances will lead to great losses on both sides of the project cooperation. The establishment of a good cooperation mechanism is a good solution to this problem, this also plays a great role in promoting the protection of the rights and interests of both sides. Both sides attach great importance to it, do not take a casual negative attitude in the implementation of the project, so as to make sure you get full feedback on your manpower, material resources and time. You can't let all hard work. In addition, in

order to ensure smooth communication, project management staff technology also need to improve related stakeholders need to maintain communication and detailed record of communication content in various ways of archive, in order to be able to in the shortest time to obtain information, understand the project construction process and development trend, and make a scientific and reasonable adjustment and change. Project cooperation should regularly through meeting discussion and telephone and other ways to communicate, and invest more technical support, so as to ensure the smooth communication, develop reasonable system, and clear their responsibilities and division of labor. For final implementation effect of the project, we should avoid damaging the project leader and related personnel cooperation.

4.5. Scientific control of the project implementation progress, innovative project management system

Scientific control of project implementation progress is an important part of the implementation of communication art in the management system, and also the only way for project implementation. Under the new situation, people increasingly pay attention to it, and the relevant technical personnel also constantly improve the quality of project progress control. Each component of the project needs to control the project based on the principle of science and rationality, avoid the obstruction of the project development and implementation process caused by the impact of various prominent problems, and clarify the importance of scientific organization, command, and coordination of project progress, in order to promote the achievement of project goals and improve project management efficiency. In the process of controlling the project progress, we need to develop a perfect project assessment system, close combination of regular assessment and irregular assessment, and invest more manpower, material resources, and energy in it, so as to establish the determination to overcome difficulties. We should not lose patience because the project takes too long, the final effect of the project implementation that would otherwise seriously affect, which has a very adverse impact on both sides of the project cooperation. In the process of controlling the project implementation progress, we can integrate information technology, and take the modern platform as a foothold, in order to promote the construction and improvement of information system, let the project communication management throughout the project process management, and constantly summarize the failure of project management communication experience, thoroughly effective solving communication problems, and improving the efficiency of project management power. In addition, efficient need further innovation of project management system, and clarify the complexity of campus personnel and the diversity of the demand. In the process of project implementation, we need to fully consider many factors may affect the management effect, the project implementation and the actual rights and interests of the owner, and protect their interests, avoid the doubt and distrust for the construction progress in the process of the project. We need to implement party and supervisor and a third party to more efficient communication, with strict system of internal project construction personnel, invest a lot of money to improve members of the knowledge level and constantly optimize their project work attitude and way, so as to avoid cognitive differences and a wide range of conflict friction parts that affect the cohesion of the team.

5. Conclusion

The art of communication in project management is not only reflected in project management, but also in the implementation of each step of the whole project and the completion of the whole project. It can fully mobilize all resources in the whole project management, while ensuring the efficiency and order of the whole project. Therefore, in the whole project management, we should pay attention to the use of eight elements, and fully and flexibly apply communication means to make the whole project more perfect. In the whole communication, we should understand the relationship between change and determination. Only through communication and determination in constant change can we ensure that we can be comfortable in whatever field and work, so as to complete the management of the whole project.

References

- [1] Li Liang. *On the art of communication in project management -- taking the university educational administration management System project as an Example [J]. Science and education guide - electronic edition (mid month) 2013; (6):30,33.*
- [2] Hou C. *Common problems and countermeasures of downlink communication in project management [J]. Investment and cooperation 2022; (03):137-139.*