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Module 3

1. There are many benefits to developing a comprehensive project scope analysis, the main benefit is better project planning. It provides a clear understanding of the project scope and helps project managers to identify project requirements, deliverables, timelines, and resources, which are essential for effective project planning. For projects to be successful a comprehensive project scope analysis also needs the help of project workers to communicate effectively, reducing misunderstandings and conflicts.
2. The statement of work is a detailed narrative description of the work that is required for a project. Useful SOWs contain information on the key objectives for the project, a brief and general description of the work to be performed, expected project outcomes, and any funding or schedule constraints. The purpose is to give the project organization and the project manager specific information on both work requirements and the types of end results sought once the project is complete. The elements are an introduction and background, a technical description of the project, and a timeline and milestones.
3. The Work Breakdown Structure is a system that divides the project into its components and sub-steps in order to begin establishing critical interrelationships among activities. The first 3 are it echoes project objectives, it is the organization chart for the project, it creates the logic for tracking costs, schedule, and performance specifications for each element in the project. The last 3 are “it may be used to communicate project status, it may be used to improve overall project communication, and it demonstrates how the project will be controlled. This will help you get to logical conclusions.
4. Scope reporting fulfills the project team’s needs for project updates. It does this by determining the types of information that will be regularly reported, who will receive copies of this information, and how this information will be acquired and disseminated. The elements that are commonly included in the scope reports are cost status, earned value, schedule status, and technical performance status.
5. The basic steps would be first to identify the necessary set of skills that are needed to complete the steps to get the project done. The next step would be identifying the people who have these skills needed. After this step, you basically do interviews to find the best people. Finally, you want to get as much partial help as you can, make the schedules, notify the top management to have enough resources for the project, and then assemble your team.

6. There are many characteristics that are important to make a team effective, one of the most important ones though is interdependency, or the ability to be creative in your own regard. As the boss you need everyone to have a clear vision of the mission, every team member should be working together towards the same goal. Enthusiasm, trust, and cohesiveness are the final elements of gathering an effective team. All members must be willing to compromise and be willing to trust the next guy.
7. Unclear goals and poorly developed goals/ideas are the main reason why project teams fail. The book said unclear goals impede the willingness of team members to work together, increase conflict, and give way to multiple interpretations. Another common problem is the lack of team motivation, leading to the project having low priority. The one everyone should be worried about the most is poor leadership. If you have the blind leading the blind you are set up to fail, you have to have a strong leader to complete desired tasks.
8. Stage 1 is forming: the process or approach used to mold a collection of individuals into a coherent project team, this is the structure being built. Stage 2 is storming: the natural reactions members have to the initial ground rules. Stage 3 is norming: norming behavior in a group implies that the team members are establishing mutually agreed-upon practices and attitudes. Stage 4 is performing: the actual work is done during this stage. Stage 5 is adjourning: the project is completed and you realize that nothing lasts forever, project team disassembles and people go back to their regular functions.
9. The pros of virtual project teams are that the members do not have to be face-to-face to meet together. They use email, social media, and the internet to work faster and more efficiently. Two major cons of virtual project teams are communication and trust. Since you do not have that face-to-face interaction, you cannot sense if you can trust people over an email or text message. Also, communication will be waived because of people not being quick to respond to things and people disappearing when they are in the comfort of their own homes, instead of being in an office.
10. One of the sources of team conflict is differentiation. People have different mindsets, views, beliefs, etc. making it harder for everyone to see eye to eye. Another source of team conflict is scarce resources. This causes people to compete with each other at jobs causing conflict. When there are struggles to get an advantage, this going to cause group or individual conflict. There are also factors like poor communication, personal grudges, and frustration.
11. The book suggests that you mediate the conflict by defusing the conflict with common agreement almost. You could also arbitrate the conflict, but you have to be willing to step in and give a judgment without pointing fingers. The other ideas control the conflict,

accept the conflict, know you can't control everything, and eliminate the conflict. Eliminating involves firing, moving people around, etc.

1. When choosing a sports team website, I picked the New York Yankees. I don't like baseball or the Yankees, but they're one of the most well-known teams in baseball. They are trying to sell tickets, merchandise, and other amenities. Their emphasis on teamwork seems to be something that is lacking on their website. They do have stories about team bonding and people going through camp together. This is something that actually surprised me because you would think that they would have more team things being a professional sports team. Aside from all that the social media posts on their website show teammates together at practice. Obviously, when you're spending time together it is considered bonding but these pictures I just found are the only implication.