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BUS412 Module 3
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Answer the following questions (single-space using a common style and font size - i.e. Times New Roman 12) on a Word doc and upload to the appropriate dropbox.

Short Answer (4 to 5 sentences)

1. What are the main benefits of developing a comprehensive project scope analysis?

Developing a comprehensive project scope analysis can provide numerous benefits, like clarity of project objectives, by using thorough project scope analysis it can help to define and clarify the project objectives, ensuring that all stakeholders have a clear understanding of what needs to be achieved. A benefit could be that it gives us clear project boundaries, since a project scope analysis can help to define the boundaries of the project, including what is included and what is excluded from the project scope. This helps to ensure that everyone involved in the project is aware of the limitations and constraints. I think that it allows for better communication, by going back to thorough project scope analysis which can help to ensure that all stakeholders have a clear understanding of the project scope, objectives, and requirements. This can lead to better communication and collaboration among team members, which can ultimately lead to project success. Overall, a comprehensive project scope analysis can help to ensure that projects are completed successfully, on time, and within budget, while also improving communication and collaboration among team members.

2. What is a statement of work (SOW) and what are the main elements in an effective SOW?

An SOW is a document that outlines the scope, objectives, deliverables, timelines, and other relevant details of a project or engagement between a client and a contractor. The whole point of an SOW is mainly to serve as a contractual agreement between the parties involved and provides a clear understanding of the expectations and responsibilities of each party. An effective SOW should clearly define the project requirements, deliverables, and expectations of both parties in a concise and comprehensive manner. It should also serve as a reference point throughout the project to ensure that both parties are meeting their contractual obligations.

3. What is the Work Breakdown Structure (WBS)? What are its 6 main purposes?

WBS is a decomposition of a project into smaller, more manageable components. It breaks down the project into smaller, more manageable tasks that can be assigned to individual team members or groups. The WBS is a key tool in project management and is used to facilitate project planning, scheduling, and control. The six main purposes of the Work Breakdown Structure are; project planning, task assignment, schedule development, cost estimation, performance measurement and change management. Overall, the WBS is a good tool in project management, which gives us a structured approach to planning, organizing, and controlling projects.

4. Define scope reporting and describe what is commonly included in scope reports.

Scope reporting is the process of monitoring and communicating the status of the project scope to stakeholders. Scope reporting provides information on how the project is progressing in terms of meeting its objectives and staying within the defined project scope. This helps stakeholders to understand the project's status and make decisions. In general I would argue that a scope report's main purpose is to provide stakeholders with a comprehensive overview of the project's status in relation to its defined scope. It helps stakeholders to understand the project's progress and any potential risks or issues that need to be addressed to ensure successful project completion.

5. Outline the basic steps in assembling a project team.

Outlining the basic steps in assembling a project team involves identifying and selecting the right people with the necessary skills and experience to complete the project on time and within budget. The basic steps in assembling a project team are, assembling the team, assigning tasks and responsibilities and developing a project plan to deliver. By following these basic steps, you can assemble a strong project team that will be able to complete the project on time and within budget.

6. Define the characteristics that make teams effective.

Effective teams in project management typically have clear goals and objectives that allow them to be on the same page. Another key characteristic might be having adaptability and flexibility, since project management often requires teams to adapt and pivot quickly in response to changing circumstances. Having defined roles and responsibilities is also essential because it enables the team to have a clear understanding of their role and responsibilities within the team. If a team can display these characteristics, teams can work together efficiently and effectively, ultimately leading to a successful project outcome.

7. Describe why project teams often fail.

There can be plenty of reasons why a team can fail but the main reasons why a project team can fail might be due to poor planning which can be a result from unclear goals, lack of resources or project delays. Another huge component that is a reason why some teams fail is from ineffective leadership which can lead to a lack of direction for the whole team. Although there are many more reasons that can cause a team to fail, by being aware of these potential pitfalls, project teams can take steps to mitigate risk and improve their chances of success. This could be by

developing a comprehensive project plan, open communication, and ensuring that enough resources are available to support project delivery.

8. Describe the 5 stages of group development.

In project management, the 5 stages of group development are "forming," which is when team members come together and begin to form relationships with one another. There is also "storming," which is when team members can express their opinions and disagree with one another. There is also "norming" which is when team members work to resolve their differences and work together more effectively. The second to last stage is called "performing" which is when the group is functioning effectively and working towards achieving its goals. The last step is called "adjourning" which is when the project is finished.

9. Describe the pros and cons of virtual project teams.

Some pros of virtual project teams are that they allow organizations to access people from all over the world, so there is an increase in individuals. Another pro is that there is more flexibility, since virtual project teams are often more flexible than traditional teams, as team members can work from anywhere at any time, allowing for a more efficient use of resources and potentially shorter project timelines. There are also some cons to virtual project teams, for example, virtual teams lack the benefits of in-person interaction, preventing the ability to build trust among team members. There may also be some communication difficulties. Communication can be a challenge in virtual project teams if team members are located in different time zones or have different communication preferences.

10. What are sources of team conflict?

There are many potential sources of team conflict in project management. For example, miscommunication or a lack of communication can lead to misunderstandings and conflict. Sometimes team members might have different opinions on how to approach a particular task or project, which can lead to conflict. Another huge reason that creates conflict is if a team member is unclear about their roles and responsibilities, which can lead to misunderstandings and conflict over who is responsible for specific tasks or deliverables. By developing clear communication strategies, establishing clear roles and responsibilities, and promoting a culture of collaboration and open communication conflict can be prevented.

11. How can team conflict be resolved?

Team conflict is an important issue in project management that can slow down project progress and affect the team as a whole, so resolving team conflict is important to ensure that team

members can work together effectively towards project goals. Some strategies that can help resolve team conflict might be establishing clear goals and objectives, ensuring that team members are actively listening to each other to ensure that all perspectives are heard and considered, identifying the underlying cause of the conflict, and working to address it directly. Through these methods a team might be able to avoid and resolve any conflict that can arise.

Long Answer (8 to 10 sentences)

1. Go to the website of a professional sports team. What clues do you get regarding the importance of teams and teamwork from this site? Discuss a few specific examples.

After browsing the internet and looking at multiple teams' websites, I can tell that most, if not all, professional sports teams rely heavily on teams and teamwork to achieve their goals. In sports, individual talent is important, but it is the collective effort of the team that ultimately determines success, which is likely to be reflected on a sports team website in a number of ways, like showing the team's overall record, which is a measure of the collective success of the team. I also noticed that there is a section on the website dedicated to the team's roster, which highlights the individual players and their roles within the team. This may include information on each player's position, statistics, and contribution to the team's overall success. On some team websites, I also noticed that there are some interviews with players and coaches that discuss the team's culture and values or articles that highlight specific examples of teamwork and collaboration during games or training. Ultimately, professional sports teams are highly dependent on teams and teamwork to achieve success. Which is reflected on their website through various features and content that highlight the importance of collaboration, community, and collective effort.