

## Module 3

Short Answer (4 to 5 sentences)

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

The progress of the project is recorded and communicated between all involved parties of the project. It is beneficial to future projects and managers as well because they can learn out of mistakes made and use approaches that worked out the first. Additionally, it can also increase the efficiency of the project in terms of problem solving and involving the right people to find solutions.

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

The statement of work is a written description of what the project clients requires from the contractor or employees and gives them the information they need to have to edited wether they can or want to take the work/contract. Main elements are: Background, Objectives, Scope, Tasks, Selection Criteria, Schedule, Security, Place and period of performance.

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

The work breakdown structure is making sure that the work is actually being done by the most qualified party so the whole projects profits of their skill the most. This is making sure that the results are achieved in the most efficient way and its 6 main purposes are; echoes project objectives, provides a organization chart, creates logic, communicates project status and communication and demonstrates how it'll be controlled.

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

Scooper reporting is making suer that the involved parities of the project either supply or receive the necessary information they need to effectively do or improve their work for the project. Commonly included are the cost status, schedule status and the technical performance status.

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

First of all would need to identify the required skills and identify who can supply the skill necessary. Then the recruiting process starts and the members of the team will be chosen and approached including t a functional manager. A organization matrix will be deigned so the process of the project is smooth and regulated.

6. Define the characteristics that make teams effective.

The goal of the team and project as to be defined a sclera as possible so the workers can effectively invest their energy towards the same goal. The interdependence is the effectiveness of which the tasks are mastered with an effective amount of workers involved. Enthusiasm and trust are also important so the workers are invested and a team spirit can evolve.

7. Describe why project teams often fail.

Project teams fail if they are not able to achieve the functional goals stated in the question/ answer above. Additionally, the the turnover of workers and and poor leadership and communication will also lead to bad results because the efficiency will suffer. Resources might be wasted in terms of worker skill, time, money and new workers will have to be trained as well.

8. Describe the 5 stages of group development.

Forming describes the process of recruiting the individuals involved in the work process of the project. Storming is about getting the members settled in the circumstances and rules until the have adapted properly. Norming is about not just getting settled and used to the rules but rather to the teammates on a personal level. Performing is about getting the actual work done. Adjourning is thinking about the future of the workers in terms of finding new projects where their skill is required.

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

Pros are definitely the extend of work the individuals of the project can get done. This means it's specialists are in a place where they can perform their most efficient. A con would definitely be the communication in terms of different time zones and the different cultures that might clash and make an efficient exchange of information harder.

10. What are sources of team conflict?

There can be organizational and interpersonal causes of conflict. Most common causes for organization conflict are system in place that induce uncertainty, differentiation or scarce resources that challenge the workers mentally. Interpersonal is exactly what the words tells us - the workers either have trouble communicating or they interpret the wrong motives and intentions in other workers actions and behavior.

11. How can team conflict be resolved.

Theres is several methods like mediating the conflict if the parties have trouble getting on the same page or even arbitrate the conflict and use the authority to end the argument. Another rather passive approach would be either accepting or controlling the conflict in terms of getting used to the differences if it cant be eliminated - subject of conflict removed from the work place.

Long Answer (8 to 10 sentences)

12. 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.

Professionals sports teams always like to communicate with pictures to their fan base or potential viewers. The pictures are usually the team supporting one another in a drill or challenge to be overcome which shows their collective resolve to compete together and overcome obstacles together. Another one would be the individuals of the team having fun together and being close to each other not only physically but also mentally. With representation not only on web sites but increasingly on social media the message is also increasingly unrealistic and standards shown are not always what happens in the real world. Disregarding that, phrases like; "together as one" should convey the unity inside the team and their willingness set differences aside and kind of sacrifice individuality for the greater good of the team they are a part of.