Project XYZ has just started, and you have been assigned as the project manager. After just a few weeks, the following scenarios take place. Analyze the scenarios, and record three videos describing how you would facilitate collaboration with your project stakeholders using the various methods of collaboration that have been presented in this checkpoint.

**Scenario 1**

The CEO comes into your project team meeting, adds an unrelated item to the agenda, and then leaves.

*In this case, I as a project manager is accountable for what has been added by the CEO. I will pen down all my thoughts during the meeting and once the CEO leaves, I will inform my team that , not work in what the CEO mentioned until I get a written confirmation.*

*I will let my team focus on the current task and I also promised my team to get back to this in a day .*

*So since I documented the new action item from CEO,*

* *I will be analysing the below points*
* *how far that the new item can be taken,*
* *would it affect the existing projects,*
* *What would be the priority of the new item*
* *what would be the deadline for the new item*
* *would that impact the existing deadline*

*After collecting and drafting all the information I will get the approval from the organization and if the organization decided to work on CEO’s new task , then yes we will work on it and communicate the same to stakeholder , if not we will put the task in the backlog and once complete the in fly projects , I will pick that up.*

*Also I will inform high level discussion and resolution about the new item to my team so everyone will be on the same page.*

**Scenario 2**

You are told 10 minutes before your project kickoff presentation that you and your team will have to shorten your speech from 30 minutes to 20 minutes.

*This is a very tough situation,since I as a project manager would have planned the meeting agenda like review, discussion , demo and next plans . All of a sudden if the time would is reduced then I will be doing the following actions*

1. *I will spend the first 5 minutes in explaining the project*
2. *I will let the lead developer to discuss the scope and deliverable of the project in next 5 minutes*
3. *I will be explaining the roles & responsibilities and timeline in 5 minutes*
4. *I will fast forward the communication plan in 30 second, so I would be having 4.30 min to address the question.*

*Also by the end of my presentation I would let the audience know that I will be sharing all the documentation in email and Slack and I would like to re review and approve .*

**Scenario 3**

You have a team member that doesn't support your idea, and you need to persuade them that your idea makes the most sense.

*In this case I would start with what’s his thought process about the idea and how he wants to proceed.*

*Once I understand his vision , I will start addressing these*

1. *What is the optimal approach for your solution and how efficient is mine*
2. *What technology would you use? And what best approach I am following*
3. *If we go with your approach the timeline would be increasing and the project will not be done in time*
4. *Most importantly I will address that , it is important to do things right and not to do things which are easy.*
5. *And lastly I will address how it is impacting and reducing organization cost and person days and making life efficient.*