Explain an IT project management scenario without using jargon.

Rewrite this paragraph in layman's terms to deliver an email to a stakeholder that is unfamiliar with project management and has no prior background of information technology projects.

*Jack,*

*The accounting department has added mission-critical applications to our project, which has created scope creep. There is synergy between the accounting department and the operations team, which could address this. We need to get our ducks in a row as an organization quickly, though. The PMO dashboard shows roadblocks for both departments and their respective projects.*

*The PMO is concerned about the lack of resource leveling with the operations team. There could be a paradigm shift here to bring these two projects together so our earned value isn't at risk. Another option might be to build in contingency for one or both projects.*

*Let's get together to discuss our next steps.*

Rephrasing the above and sending email to SLA:

*The Accounting Team has added and included the most necessary and important applications to our project. These new requirements were not initially planned and with this new change our project timeline would increase and the resources would be added to complete.*

*That said on the other hand there is a very good interaction and cooperation between the accounting team and operation team which would potentially address this new change in a constructive way.*

*The Project Management Office(PMO) dashboard listed down and tracked down all the issues faced between both departments and their respective projects .*

*Now, the PMO is much worried about the shortage of resources in the operations team.*

*Also the team suggests that there could happen to be fundamental changes in the approach on two projects which would not make these projects at risk.*

*Another option is to create a backup plan for both the projects which I would like to discuss with you on that.*