

## Exercise 2

Rank issues based on priority

- We are not successful in meeting the client's expectations for the # of participants needed for a study
- You need to find a recruiter to source participants for our study, and the study is in a different country than ours
- You have found 2 different versions of the project timeline
- An integral team member will be going on vacation just when they are needed most

Based on the list above I will prioritize from #1 the following:

1. Two different versions of the project timeline first due to the fact that this will cause confusion in managing the project schedule and delay the project overall.
2. To be able to achieve the goal of sourcing participants in two different countries I will search for a recruiter in both countries to fill the spots of the participants and also require that they add a few contingencies just in case one or two don't show up.
3. Since we have a recruiter in place we should be able to fill the spots of additional participants and if we can't then, I will have to communicate with the stakeholders or client to manage their expectations.
4. A team member going on vacation is the last priority to mitigate this risk. I will try and redistribute tasks.

## Exercise 3

Once I realized that one of my colleagues hasn't been producing the work needed for the project to succeed.

I would do the following:

1. I would have a one on one meeting with my colleague and notify them that they are not meeting up with producing the desired result.
2. We will agree on an action plan to correct the recurrence of such issues
3. I will enter these observations on the project charter that shows what the deliverables of the project should be.
4. If these actions are not corrected I will escalate to my lead.