

Task 5

Model Answer Script

Task Script

Good morning team! For those of you whom I have not worked with yet, my name is [name], I am a [role/job title] on the [team/group] team. I know we have a full stakeholders meeting coming up in a few days, but I wanted to reach out to all of you with a quick message in preparation for that meeting.

First, the good news is we hit a home run with our first major milestone which we completed on time. The team worked very hard to get that done and their efforts paid off. This is only a six-month long project as originally planned, and hitting the first big deliverable in week 4 was thus a sprint, but the team pulled it off. So that's the good news.

However, I need to make sure you are all aware that we are currently behind schedule on our next major milestone. The reason for that is we have discovered we are missing some expertise on the project team that we did not know we were going to need, and the lack of that expertise is hampering our ability to meet the schedule for this next milestone. It is not an insignificant hit to the project budget to bring that expertise onto the team, so we will discuss that at the upcoming meeting, and I am really hoping you all can reach a decision at that meeting to go ahead and bring on that resource.

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The downside to not doing so is that we significantly risk project success and project schedule. I do have some ideas for tightening up the project plan in other areas that should help make up for some of that, but I don't think we can make all of it up. The sooner we implement whatever changes you agree to make, the more we can mitigate the impact. Therefore, my ask for all of you is to come to the meeting ready to make a decision.

I appreciate your time and your consideration on this. I do think we can make some schedule and budget adjustments and get pretty close to back on original schedule. Please reach out to me if you would like to talk about anything prior to our meeting and thank you for your time!