# 3.0 Project Execution and Delivery

**3.1** Coordinate human resources to maximize performance.

- **Assemble and develop project team, build team cohesiveness and perform individual performance appraisals**
- **Identify common causes of conflict**
  - Competing resource demands

  - Expert judgment
  - Varying work styles
- **Detect conflict and apply conflict resolution techniques**
  - Smoothing

  - Forcing
  - Compromise
  - Confronting
  - Avoiding
  - Negotiating

**3.2** Explain the importance of a project kick-off meeting and outline the common activities performed during this meeting.

- **Communicate stakeholder expectations, high-level timeline, project goals and objectives, and roles and responsibilities to the project team**

**3.3** Recognize the purpose and influence of organizational governance on a project's execution.

- **Standards compliance**
  - Local, state, federal, ISO
- **Internal process compliance**
  - Audit trails, retention, version control

- **Decision oversight**
  - Change Control Board, committee consulting

- **Phase gate approval**
  - Tollgate approval, project phase transition

**3.4** Given a scenario, select which component(s) of a project plan is affected and select what action(s) should be taken.

- **Actions**
  - Schedule meetings
  - Manage scope
  - Follow communications plan
  - Manage project quality
  - Manage risks
  - Issue management
  - Prepare performance reports
  - Receive work performance information
  - Manage costs within budget
  - Implement approved changes

- **Components**
  - Risk register
  - Communications plan
  - Issues log
  - Change management form
  - Quality management metrics
  - Project schedule
  - WBS
  - Budget
  - Resource requirements
  - Scope statement

CompTIA®