

Для IT-специалистов

Урок 8: Deadlines and project plans

⌚ Длительность урока: 60 минут





1. Warm up

Вычеркните 4 слова,
без которых история
будет иметь такой
же смысл



An Englishman, an Irishman, and a tall Scotsman were hiding from bandits up on palm trees. The bandit chief called up one tree: "Who's there?" And the Englishman said: "Cheep! Cheep" loudly, like a bird. The bandit chief called up the next tree: "Who's there?" And the Scotsman went: "Eeek! Eeek!" just like a monkey! So the bandit chief called up the next big tree: "Who's there?" And the Irishman went: "Moo-oo!"

Keys:

1. tall, 2. palm, 3. loudly, 4. big.

2. Vocabulary

Изучите
новые слова



due date - срок окончания	allot - назначать
frantic pace - бешеный темп	broaden - расширить
milestone - этап работы	carry out - выполнить
occasion - событие	creep - подкрадываться
route map - дорожная карта	delay - задерживать
stakeholders - заинтересованные стороны	determine - определять
timeframe - отрезок времени	ensure - обеспечить
to-do list - список дел	forecast - предугадывать
enthusiastic - полный энергии	keep within - придерживаться
exhausted - изнуренный	oversight - контролировать
sufficient - достаточный	proceed - продолжить
trustworthy - надежный	shift - сдвигать
significantly - значительно	streamline - упрощать
timely - своевременно	veer off - отклониться
align - упорядочить	waste - тратить зря

За. How to Ознакомьтесь с информацией



- **Priorities:** things we need to do / things we can do / things we want to do
- **Why:** we are starting a new project to help businesses get rid of viruses
- **What:** we are working on a striking firewall program
- **Who:** our best developers will be involved in the project
- **When:** we are going to present a working beta-version this summer

At first, we need to write a code for the browser. - Сначала нам нужно написать код для браузера.

We are about to start a new project to streamline the database operations. - Мы вот-вот начнем новый проект, чтобы упростить операции с базами данных.

The application we are working on is a new navigator for mobile devices. - Приложение, над которым сейчас работаем, это новый навигатор для мобильных устройств.

The team of designers is the first one to start their work. - Команда дизайнеров первой начнет работу.

Our plan is to launch the project in March. - Мы планируем запустить проект в марте.

3b. How to Ознакомьтесь с информацией



- **Tasks:** set a kick-off meeting / develop a working beta / initiate a testing process
- **Responsibles:** is / are responsible for a working beta
- **Start / end dates:** 4th of July to 7th of August
- **Task status:** complete / in progress / overdue / not started

The first thing on our plan is to initiate a testing process of the cloud service. -
Первый пункт нашего плана - запустить тестирование облачного сервиса.

QA department is responsible for the user logs. - *Отдел качества ответственен за пользовательские логи.*

The task is to be complete on the 4th of July. - *Задача должна быть выполнена 4-го июля.*

Зс. How to Ознакомьтесь с информацией



- **Terms:** strict / tight / agreed
- **Setting terms:** estimate project duration / model different scenarios / stick to realistic completion dates
- **Worst case scenario:** due to potential problems / possible difficulties / the timeframe is not sufficient

We have a really tight deadline. - У нас действительно сжатые сроки.

Don't you think we need to stick to realistic completion dates? - А вы не считаете, что нужно придерживаться реалистичных дат выполнения?

Due to the potential problems we can't meet the deadline. - Из-за потенциальных проблем мы не можем успеть в срок.

3d. How to Ознакомьтесь с информацией



- **Forecasting:** we are hoping to / we are planning / we would rather / we intend to
- **Oversighting:** identify pain points / allot responsibles in cold blood / share all news on the project
- **Being late:** shift the terms a little / delay for a day / veer off a course

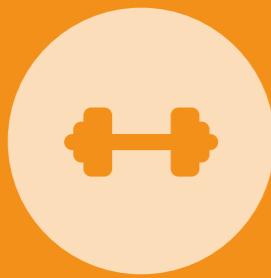
We intend to get 5 000 users by winter. - Мы намерены получить 5000 пользователей к зиме.

The main pain point is low traffic capacity. - Самым слабым звеном является низкая пропускная способность.

Is it possible to delay for a day? The testing is not complete. - Можно ли сдвинуть сроки на день? Тестирование еще не завершено.

4. Practice

Выполните задания



- **Выберите правильный вариант:**
 01. There are three **things we need / needs / needing** to do today.
 02. We are **work/ is working / are working** on a new app for IOS.
 03. **Ours / our / yours** best developers are involved in this project.
 04. We **are going / are go / are goes** to present the prototype next Monday.
 05. Unfortunately, the status of this task is **not start / not starts / not started**.
- **Напишите правильную форму:**
 06. Newton is responsible for this task. He (**to write**) the code at the moment.
 07. We (**to set**) a kick off meeting yesterday.
 08. Can we (**to initiate**) the testing process tomorrow?
 09. Our project manager (**to estimate**) the developing process duration in two days.
 10. Before you start coding, don't forget (**to stick**) to realistic completion dates!
- **Исправьте ошибку:**
 11. We are hopings to attract 1 million users by the next year.
 12. Can we deley for a day? We have almost finished but there are small details left.
 13. We will rather finish the project by Friday and relax at the weekend.
 14. They has to veer off the course last week because of unexpected bugs.
 15. We started working on the website later do to the potential problems with the connection.

Keys:

9. is writing, 7. set, 8. initiate, 6. will estimate, 10. to stick, 11. hoping, 12. delay, 13. we would, 14. had to, 15. due to,
1. need, 2. are working, 3. our, 4. are going, 5. not started,



5. Life story

Просмотрите видео
и выполните
задание к нему



► Daylight Saving Time ▶

Поставьте предложения в правильный порядок

- A. In the United States the time change happens on the second Sunday in March.
- B. To bring the energy use down many countries change their clocks twice a year.
- C. Time change has critics.
- D. Ben forgot about the time change.

Keys:

1. d' 2. b' 3. a' 4. c'

6. Phrasebook

Ознакомьтесь
с фразами

”

We are starting a new project to make the bank operations more secure and our to-do list is just huge. - Мы начинаем новый проект, чтобы сделать банковские операции еще безопаснее и наш список дел просто огромен.

Don't waste your time. The website must be on at 3 p.m. - Не тратить время попусту. Сайт должен заработать в 3 часа дня.

We will have to work overtime to ensure that the project is finished on time. - Нам придется работать сверхурочно, чтобы обеспечить окончание проекта вовремя.

What is the due date of the developing process? - Когда должен быть закончен процесс разработки?

The partners completed the route map of their future cooperation. - Партнеры составили дорожную карту своего будущего сотрудничества.

It is difficult to work at this frantic pace. - Сложно работать в таком бешеном темпе.

We have got sufficient data to initiate the testing process. - Мы получили достаточно данных, чтобы начать процесс тестирования.

The manager set the kick off meeting for Thursday, so don't be late! - Менеджер назначил стартовую встречу на четверг, поэтому не опаздывайте!

What is the next thing on your plan? - I am responsible for a working beta. - Что следующее в твоем плане? - Я ответственен за рабочую бета-версию.

The terms for the project were agreed by the both sides. - Сроки проекта были оговорены обеими сторонами.

7a. Role play

Выберите
правильный
вариант



Вы — Тим лид на встрече с заказчиком. Обсудите сроки проекта.

1. **Partner: Hi! How was your flight?**
 - a. Excellent, thanks!
 - b. You again!
 - c. Hello and bye, I changed my mind.
2. **Partner: Is it okay if we start our meeting now? I have an appointment right after it.**
 - a. Don't rush me!
 - b. Don't touch me!
 - c. Certainly! Let's begin.
3. **Partner: What shall we start with?**
 - a. The first thing we need to do is to set priorities.
 - b. The first thing we need to do is to get beer.
 - c. The first thing we need to do is to shut up.
4. **Partner: Yes, our future anti-virus must be very light in the first place!**
 - a. Would you like us to involve our best dancers?
 - b. Would you like us to involve our best developers?
 - c. Would you like us to involve our best singers?
5. **Partner: Absolutely! Another important thing is to visualize the terms for your team.**
 - a. I see, we will use our big clock and watch it every minute.
 - b. I see, we will use the timeline for that.
 - c. I see, we will ignore what you say.

7b. Role play

Выберите
правильный
вариант



6. **Partner: That would be great. When do you think you will have a working beta?**
 - a. *It's going to be ready by the 15th of October.*
 - b. *It's going to be red.*
 - c. *It's going to be reddish.*
 8. **Partner: Sure. We are planning to launch an advertising campaign in October. Is that okay?**
 - a. *I suppose, yes. We will initiate the testing period in October.*
 - b. *I suppose, yes. We will initiate the party protocol.*
 - c. *I suppose, yes. We will initiate the initiation.*
 10. **Partner: Well, then we can finish for today. We will send you the list of pain points today.**
 - a. *Thank you for not talking anymore.*
 - b. *Thank you for the meeting.*
 - c. *Thank you, loser!*
- Keys:**
1. a' 2. c' 3. a' 4. b' 5. b' 6. a' 7. c' 8. a' 9. a' 10. b'



8. Game

Отгадайте слова
по картинкам



get a girlfriend
graduate
get a job
get a car
get a better girlfriend

Keys:

1. forecast
2. exhausted
3. trustworthy
4. delay
5. route map
6. stakeholder
7. to do list

9. Discussion

Ответьте
на вопросы



- **How fast do you usually complete the project?**
It usually takes... about...
- **Do you often feel exhausted if you have to work at frantic pace?**
Yes, I do / No, I don't, because...
- **When was the last time you made it to a deadline? What was the project?**
It was in / on / at...
- **How often do you veer off the agreed terms? Why?**
I often / never / rarely / always... because...
- **Have you been punished for the delays? How?**
Yes, I have / No, I haven't...