Delayed Project

English for Software Engineering
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Learning Objectives

After this lesson, students will be able to:

- apply adverbs to modify adjectives while describing things associated with project delay appropriately;
- discuss topics related to delayed projects using appropriate learned vocabulary set and grammar rules;
- identify information from given recording and written text correctly;
- use appropriate expressions to talk about ideal or desired situations; and
- practice pronouncing words associated with delayed projects correctly.

Warm Up

Discuss the question.

- What if your project has to be delayed or canceled?
- What are your steps in solving this problem?

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Vocabulary Focus

Tick the following words that are synonymous with "delay".

cancel	suspend	make up
postpone	continue	advance
put off	bring forward	hold over

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Answer Key

Check your answers below.

cancel	✓ suspend	make up
✓ postpone	continue	advance
✓ put off	bring forward	✓ hold over

Introduction

Read the introduction paragraph and do the next activity.

At work, sometimes there will be situations where things don't go as planned

For example, delayed projects, changes in the deadline, and other undesirable conditions.

It's important to keep calm and be articulate when talking to the team or others about the delayed project.

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Vocabulary Focus

Pre-reading activity.

Match the words on the left to their synonyms on the right.

1. control
2. deadline
3. derail
4. determine
5. lack of
6. miss
7. scope
8. terrible

A. awful

B. target

C. fail

D. ruin

E. manage

F. conclude

G. range

H. be without

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Vocabulary Focus - Answer Key

Pre-reading activity.

Compare your answers to the following.

1. Control	(E)	A. awful	
2. Deadline	(B)	B. target	
3. Derail	(D)	C. fail	
4. Determine	(F)	D. ruin	
5. lack of	(H)	E. manage	
6. Miss	(C)	F. conclude	
7. Scope	(G)	G. range	
8. Terrible	(A)	H. be without	

Reading

Read the text and do the exercise on the next page.

Project delays are a terrible issue. They can take you over budget, cause you to miss your deadlines, and sometimes derail the project so far that it gets canceled. No matter how organized you are and how well you plan a project, project delays happen. Many factors can cause project delays, and unfortunately, most of them are out of your control. What you can manage, however, is how you respond. How well you communicate a project delay to stakeholders and clients can determine whether you can handle the next project or not. Here is why project delays happen:

- Unclear project requirements
- Changed project scope
- Inadequately planned timeline
- Lack of communication with stakeholders

- Resources suddenly becoming unavailable
- External vendors not delivering on time
- Unpredictable changes like natural disasters and pandemic

https://blog.hubstaff.com/communicating-project-delays/

Reading Comprehension

Identify if the statements are true or false.

1. Project delays can take the companies over budget.

2. Team members may miss deadlines due to project delays.

3. Project delays are always avoidable when we organize the project well.

4. Many project delay causes are controllable.

5. We can manage how to respond to factors causing project delays.

6. Communication is essential in dealing with project delays.

7. When you are unable to plan and make a timeline for your project, it will likely experience a delay.

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Answer Key

Check your answers below.

1. Project delays can take the company over budget.

2. Team members may miss deadlines due to project delays.

3. Project delays are always avoidable when we organize the project well.

4. Many of the causes of project delays are controllable.

5. We can manage how to respond to factors causing project delays.

6. Communication is essential in dealing with project delays.

7. When you are unable to plan and make a timeline for your project, it will likely experience a delay.

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Discussion Points

Read the quote below and discuss the questions.

> "Clarity of vision is the key to achieving your objectives."
>
> — Tom Steyer

Questions

1. What do you think Tom Steyer wants to say with the statement?
2. How can clarity in vision avoid project delay? Why do you think so?
3. How are the visions of your projects so far?

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Listening

Click the icon to play and listen to the audio. While listening to it, complete the sentences.

1. Development teams always face various _____ when trying to meet the _____ time and it is _____.

2. The challenges can significantly _____ project _____ and _____ in software project _____.

3. Although the root _____ of project delays may be _____ circumstances, project owners can _____ these delays by _____ well or anticipating potential pitfalls.

4. Some _____ causing software project delays are _____ requirements definition or _____ change in specification, _____ time and effort planning, over optimistic time estimates, losing key development team members, working on too many projects _____, bottlenecks with the third party integration, _____ in quality assessment, poor UI/UX design, _____ on the details _____ _____ and way beyond the original scope, and the _____ of the team or some of its members.

Answer Key

Click the icon to replay and relisten to the audio to check your answers.

1. Development teams always face various challenges when trying to meet the delivery time and it is inevitable.

2. The challenges can significantly affect project timelines and result in software project delays.

3. Although the root cause of project delays may be unforeseen circumstances, project owners can avoid these delays by communicating well or anticipating potential pitfalls.

4. Some factors causing software project delays are poor requirements definition or sudden change in specification, insufficient time and effort planning, over optimistic time estimates, losing key development team members, working on too many projects simultaneously, bottlenecks with the third party integration, negligence in quality assessment, poor UI/UX design, elaborating on the details too much and way beyond the original scope, and the incompetence of the team or some of its members, breach of contract.

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Vocabulary Focus

Match the words on the left to their synonyms on the right and use the synonyms to complete the sentences.

1. Bottleneck
2. Insufficient
3. Negligence
4. Pitfall
5. Simultaneously
6. Unforeseen

A. block

B. at the same time

C. unexpected

D. difficulty

E. not enough

F. carelessness

1. She was very talented, and I felt the regulation was a _____ for her progress.

2. No one likes any project delays, but _____, we have to deal with this problem.

3. There is _____ time to revise the design.

Answer Key

Check your answers below.

1. Bottleneck	(A)	A. block
2. Insufficient	(E)	B. at the same time
3. Negligence	(F)	C. unexpected
4. Pitfall	(D)	D. difficulty
5. Simultaneously	(B)	E. not enough
6. Unforeseen	(C)	F. carelessness

1. She was very talented, and I felt the regulation was a block for her progress.

2. No one likes any project delays, but at the same time, we have to deal with this problem.

3. There is not enough time to revise the design.

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Discussion Points

Discuss the questions.

Questions

1. Among the projects you are involved in, how many of them do you predict will be completed on time and why is that so?
2. What are the important factors that make projects completed and delivered on time? Why do you think so?

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Reading

Read the text and answer the questions.

Only 30% of organizations are likely to deliver projects on time. It means that 70% of the projects will have to deal with project delays. One of the lawyers I have worked with over the years on delay matters said, "Those with the most documentation win." While this is not always the case, the main point is that it is essential to keep good records. This record includes status and updated project schedules, diaries, meeting minutes, photographs, correspondence, and progress reports. It is this information that delay experts rely upon to identify and assess delays, and nothing is better than relying on facts. However, the real key benefit of maintaining regular updates of the project schedules is that it allows you to identify any potential issues early and take action to mitigate or rectify them, ensuring that you bring the project back on track.

1. How significant is the number of project delays in organizations?
2. What are the possible reasons for organizations experiencing many project delays?
3. What does the text suggest organizations do to minimize project delays?
4. Record mentioned in the text include ….
5. How can maintaining regular updates help an organization avoid project delays?

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Answer Key

Compare your answers to the following and discuss with the teacher or other participants.

1. How significant is the number of project delays in organizations?

   Quite significant with 70% of the projects will have to deal with project delays.

2. What are the possible reasons for organizations experiencing many project delays?

   They don't have good records on the project development progress.

3. What does the text suggest organizations do to minimize project delays?

   To try to document everything related to the project development.

4. Record mentioned in the text include status and updated project schedules, diaries, meeting minutes, photographs, correspondence, and progress reports.

5. How can maintaining regular updates help an organization avoid project delays?

   It allows project manager and the team members to identify any potential issues early and take action to mitigate or rectify them, ensuring that the team bring the project back on track.

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Grammar Focus

Study the explanation to learn how to use adverbs to modify adjectives.

When using an adverb to talk about adjectives, the adverb goes before the adjective.

I am so glad that we completed the project after the delay!

Other examples:

- The problem was extremely difficult to handle, and therefore, we needed to postpone the project.
- I was so surprised when he made the project.
- I've had a very challenging project these days.
- My boss was really upset when she found out that we should cancel the project.
- It was quite embarrassing when you made mistakes in presenting the progress of your project.

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Grammar Exercise

Rearrange the words to make meaningful sentences.

1. made / the / was / project / extremely /, / but / challenging / we / it /.

2. I / so / was / when / sad / had / to / we / the project / put off /.

3. I've / a / moment / very / in completing / had / all / unforgettable / this / with / project / you /.

4. really / my boss / was / when / found out / happy / that / she / we / in the project / had succeeded / .

5. annoying / it / was / when / quite / your / members / mistakes / kept / team / making / during / completion / the project /.

Answer Key

Read the sentences below to check your answers and discuss them with the class.

1. The project was extremely challenging, but we made it.

2. I was so sad when we had to put off the project.

3. I've had a very unforgettable moment in completing this project with you all.

4. My boss was really happy when she found out that we had succeeded in the project.

5. It was quite annoying when your team members kept making mistakes during the project completion.

Pronunciation Drill

Listen to your teacher pronouncing the words below and repeat accordingly.

- Delay /dɪˈleɪ/

- Bottleneck /ˈbɑː.t̬əl.nek/

- Challenging /ˈtʃæl.ɪn.dʒɪŋ/

- Communication /kəˌmjuː.nəˈkeɪ.ʃən/

- Pitfall /ˈpɪt.fɑːl/

- Unforeseen /ˌʌn.fɚˈsiːn/

- Negligence /ˈneɡ.lə.dʒəns/

- Simultaneously /ˌsaɪ.məlˈteɪ.ni.əs.li/

- Project completion /ˈprɑː.dʒekt kəmˈpliː.ʃən/

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Learning Reflection

Think of today's lesson and answer the questions.

- What did we learn today? what topic is it?
- Which part that you liked? Why?
- Which part that was challenging for you?
- Tell us the new vocabularies you learned today.
- Which tenses/ grammatical function did we cover today? Tell us an example using that grammar function.
- What do you think we're going to learn in the next meeting?

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