

Dealing with projects

SPEAKING

LEVEL
Advanced

NUMBER
EN_BE_3110S

LANGUAGE
English






Goals

- Can understand and recall terminology specific to project management and project planning.
- Can give instructions to team members using technical vocabulary.





People work on **projects** large and small all the time, often seeing only a small part of them. **Managing projects** means overseeing the whole **scope** of the project.



What are you working on?

What are you **working** on at the moment?

What is the most **interesting project** you have worked on recently?





Tasks

**Do you normally
have lots of small
tasks or one big
task to do?**



What is project management?

Project management encompasses a huge number of different areas and skills. It **entails** taking care of a project from start to finish. The first thing to do is to set out **the scope** of the project and the reason for its existence: the project must be justified. The first phase also sees a **timeframe** for completion set out. Costs should be **weighed up** and **resources** planned out to make sure there is not a **shortage** of anything during the project. Huge amounts of **brainstorming** will be going on and several **checklists** will probably be running at this time. Knowing who is going to **assume responsibility** for each part of the project is key.





Vocabulary

the scope

Defining **the scope** of the project tells you what it should cover.

timeframe

All projects must be completed within a certain **timeframe**.

shortage

Having a **shortage** of something could slow the project down.

to brainstorm

People often **brainstorm** ideas before settling on the best one.

checklist

Having a **checklist** can make sure that you don't forget things.

to assume responsibility

Someone should **assume** overall **responsibility** for the whole project.



Fill in the gaps

Fill in the gaps with the vocabulary from the previous page. Then answer the questions with your classmates.

1. How important is completing a project within a set _____ where you work?
2. Who do you usually _____ ideas with at work when starting a project?
3. Do you like to have a _____ so that you can tick off tasks once they are finished?





Assuming responsibility

Have you ever **assumed responsibility** for all of or part of a **project** at work or at university?





The Pareto Principle

Look at what is meant by the Pareto Principle. Have you heard about this principle before? How do you think it could be applied to project management?



The Pareto Principle states that 80% of the effects come from 20% of the causes.





Core tasks and the Pareto Principle

When looking at a project timeline, there will always be some core tasks upon which the entire project rests. These core tasks might make up around 20% of all the tasks. You should focus hard on completing these tasks, which are called the *critical path*.

Give examples of some core tasks from your experience with projects.





Brainstorming

Below are some different brainstorming techniques. Which ones have you tried, which do you like, and are there any you would like to try?

mind maps

pros and cons
lists

rapid ideation
(brainstorming
with a time limit)

think of
questions
instead of
answers



What is project management?



The next stage is the **execution** of the project. The tasks should be **allocated** to teams and team members, ensuring that they are **assigned** to the correct people. The teams then **carry out instructions**. There should be checks and controls all the way through the project to ensure any problems are dealt with **swiftly**. Project managers compare the current **status** of the project to the plan, adjusting when necessary.



Vocabulary

execution

The **execution** of the project comes only after careful planning.

to allocate

Responsibilities should be **allocated** to different teams.

to assign

Tasks will be **assigned** to whoever is most qualified.

**to carry out
instructions**

Teams should **carry out** the **instructions** of project managers.



Tasks

**Have you ever been assigned a responsibility that you could not perform or allocated a task that you knew you could not complete?
Share your experiences. How did you deal with the situation?**





Failing responsibilities



Have you ever had an incident
when someone in your team
failed to **carry out** their
assigned tasks?

How did you deal with such a
situation?



Bottleneck



A **bottleneck** occurs when one task **blocks the progress** of others. Have you ever **encountered** such a situation? How can you avoid this?



Get ready to listen



The next page will focus on your listening comprehension.



The Pareto Principle

Listen to your teacher talking about the Pareto Principle in relation to problems. Listen out for the key words below. Do you know what they mean?





The Pareto Principle

What kind of problems have you encountered during a project? Did they adhere to the Pareto Principle? How did you solve them?



What is project management?

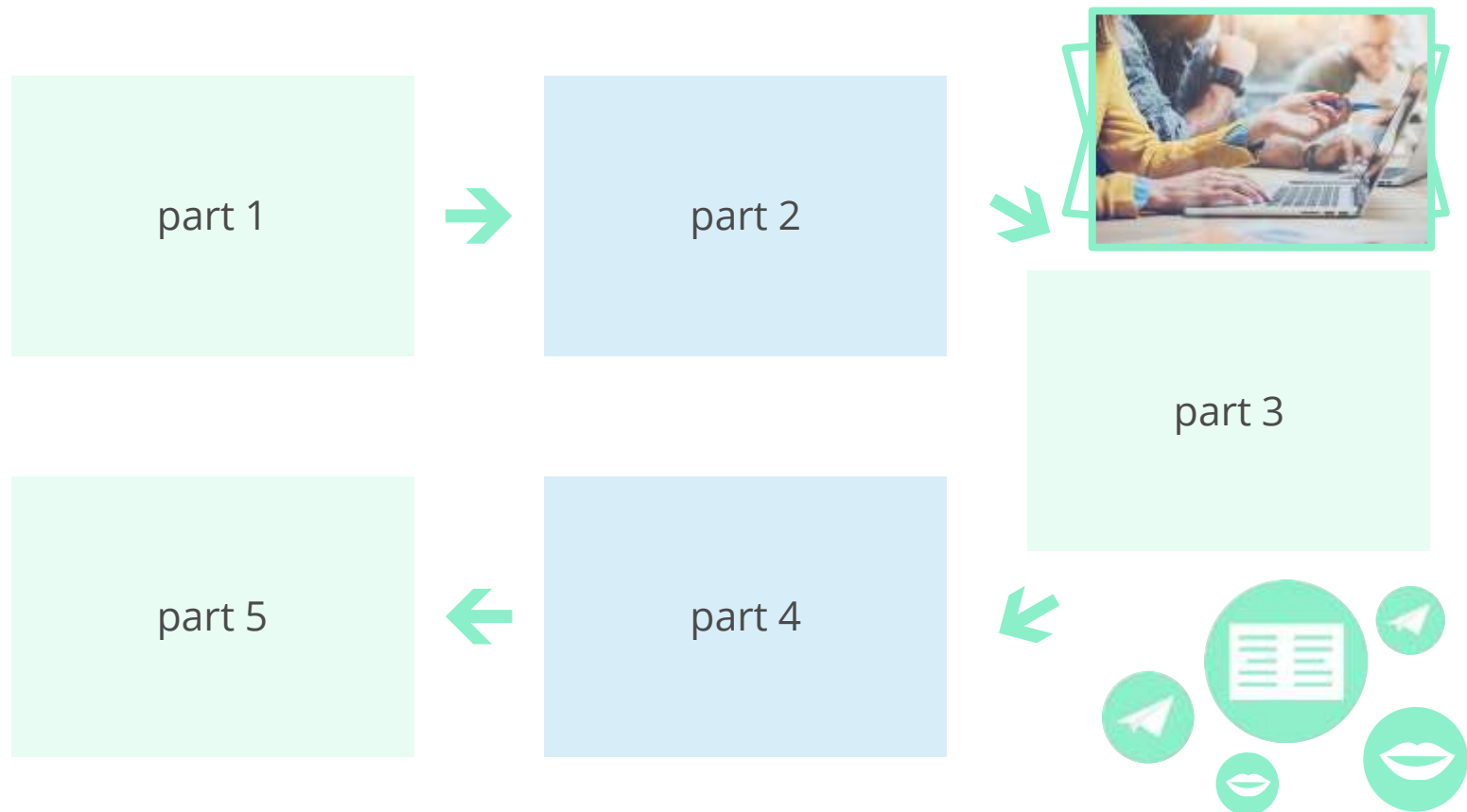
Finally, once a project is complete, a final **quality control** will be carried out and the client should approve the finished product. The **cost variance** is then calculated to check whether the project stayed **on budget**. An overall evaluation is necessary so that project managers can learn from this project and **implement** changes in the next one.





A project management timeline

Create a project management timeline here with as many details from the previous pages as you can.





Measuring success



What is the most important thing to do at the end of a project? How do you **measure** a project's **success**?



Completing a project

How do you feel when you have completed a big project? How do you celebrate?





Project management

Talk to your teacher or classmates about a project at work or university that you are currently working on or have worked on in the past.



What are the objectives of the project?

What problems have you encountered?

How has the project changed since the beginning?

What do you hope to achieve at the end?



Reflect on this lesson

Take a moment to review any new **vocabulary, phrases, language structures** or **grammar points** you have come across for the first time in this lesson.

Review them with your teacher one more time to make sure you don't forget!





Answer key

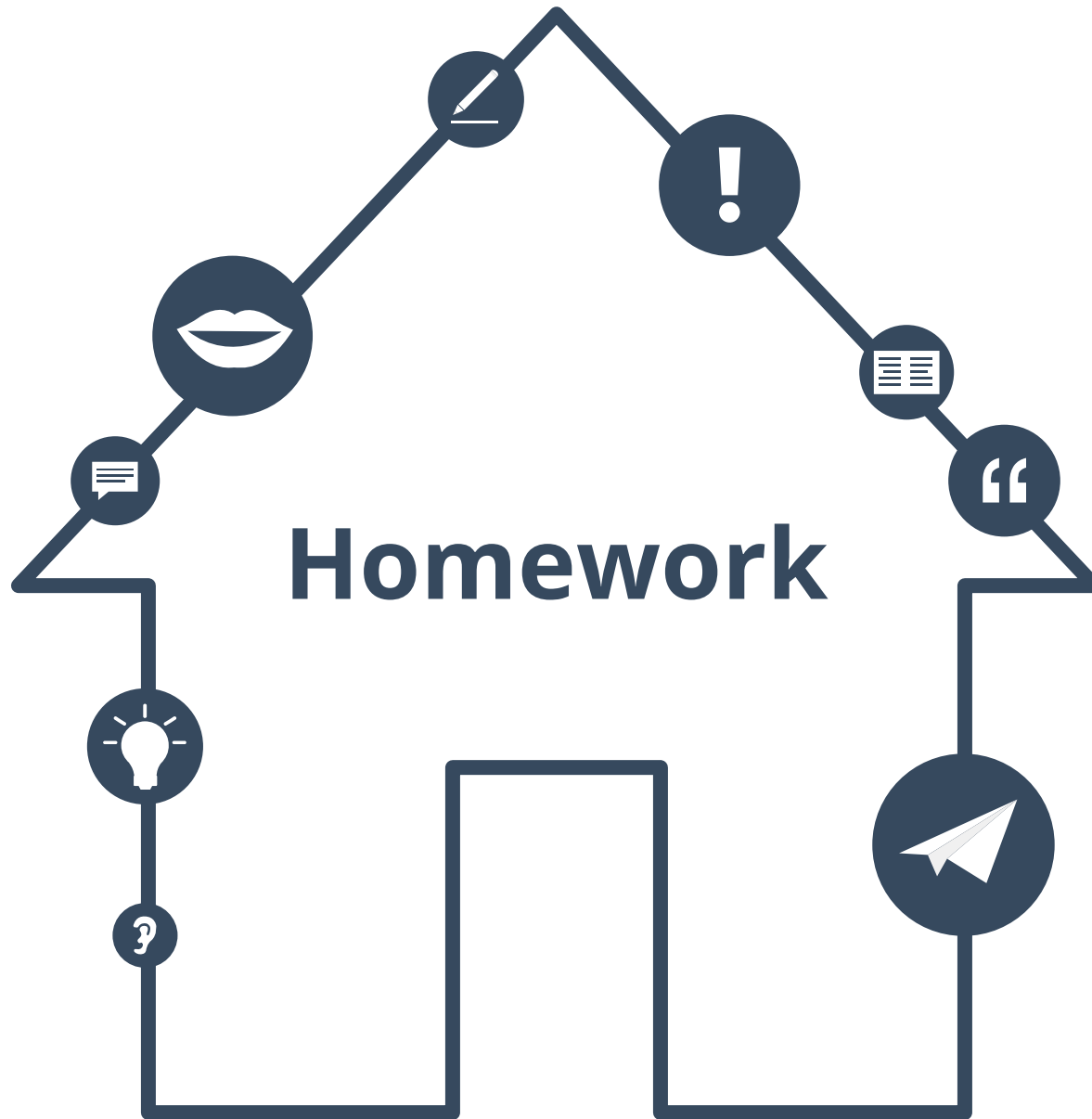
Exercise p. 8

1. timeframe, 2. brainstorm, 3. checklist



Transcription

p. 19
The Pareto Principle is also applicable during **risk management** and **problem solving**. While a project is being **carried out**, the problems will always occur. The Pareto Principle says that 80% of the problems will come from 20% of the causes. This might be a problem with a particular **supplier**, with a certain team, or a type of document.





Fill in the gaps

When beginning a project, people _____ ideas and then decide on the _____ of the project i.e. what it will encompass. Planning is extremely important in project _____. Setting out a _____ in which you have to complete a project is vital, as is ensuring that you have everything you need so there are no _____.

timeframe

scope

management

shortages

brainstorm



Writing an email

Write an email to a colleague updating them on how a project you are working on is going.

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□

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To:

Subject:

Hi...



Homework answer key

Exercise p. 30

brainstorm, scope, management, timeframe, shortages



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