

Projects, task, assignment

Phrases:

- in full swing**
- off the ground**
- debugging on the spot / time-consuming process**
- Track down progress**
- linger with decision**

Common verbs in projects

Break / decompose , pursue , assign, allocate, identify , comprise of , give the green light, prolong, conduct, accomplish, subject to , overcome, in collaboration with, hinder, hand in, set aside, anticipate, undertake, facilitate, enhance , streamline

- steps**
- tasks**
- date**
- communication**
- process**
- progress**
- sources**
- minor issues**
- timeline**
- documents**
- subcontractors**
- tests**
- phases**
- obstacles**

Adjectives:

, unfeasible, insufficient, suitable, inadequate, tense, applicable, rigid , obscure, vague, Cooperative, compromising, substantive, comprehensive, underlying, groundless/ well-funded

- phase
- sources
- cause
- solution
- input
- schedule
- criticism
- client
- guideline

Cope with , struggle with , handle, confront/challenge, face up to

Specifications, purpose, budget, timeframe, scope

- itspurpose.....that is the aim of this project .
- it should describespecifications.....that are things we need to meet to fulfill this project.
- we have to specifyscope.....of the project that is range of activities
-budget.....that is financial sources needed to complete the project
-timeframe.....amount of time needed to realize the whole project

Ahead of schedule, behind schedule, on schedule

- Stretch, squeeze, prolong

We can u.....the costs – include not enough amount of money

We can o.....the costs that is include too many financial resources

Budget can be :

1. tight
2. fixed
3. l _ _ i _ ed

come in under, keep the budget on the track , exceed, execute

1. We have tokeep the budget on the track.....We cannot allow ourselves to squander our sources
2. During our last project weexceeded..... our budget. We spent more than we should have
3. We hope that during ongoing project we willcome in under.....the budget and won't spend not a penny more than we can
4. We need to appoint somebody toexecute.....this budget

1. Musimy przyśpieszyć tą fazę gdyż możemy nie zdążyć przed terminem (speed up, make it)
We have to speed up this phase, because we can't make it before the deadline.
2. Napotkaliśmy kilka poważnych problemów, musimy coś wymyśleć (come up against , figure out)
We figured out a few serious issues, we must come up against.
3. Wytyczne które otrzymałam są niejasne i mylące. Czy możesz je sprecyzować (obscure , specify/pinpoint)
Guidelines which I received are obscure. Can you pinpoint it?
4. Utknęliśmy w martwym punkcie. Musimy przezwyciężyć ten problem (get stuck, overcome)
We got stuck. We must overcome this issue.
5. Musimy wzmocnić komunikację gdyż brak komunikacji spowalnia projekt (strengthen)
We must strengten a communication, because a lack of communication slow down the project.

Milestone, guidelines, restrictions/constraints, ups and downs, outcome, subcontractors

1. My boss gave us ...guidelines.... how to conduct next phase of this project
2.Milestones.....are key events during each project
3. We met a lot ofrestrictions/constraints.....which we have to overcome

4. During each project we haveups and downs..... It means sometimes it's better sometimes worse
5. During some projects we have to outsource some of our activities to.....subcontractors.....
6.Outcome.....of this project exceeded our expectations on the face of

Project terms :

Life cycle - the period from start to the final version of the product

Deliverable - tangible , measurable output of a task , for example a document or a product

Timeline - schedule of activities

Kick off meeting - first meeting with a client

Change of request - amendment of requirements