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

- its …………………………that is the aim of this project .
- it should describe …………………………………that are things we need to meet to fulfill this project.
- we have to specify ………………………of the project that is range of activities
- …………………………..that is financial sources needed to complete the project
- …………………………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. t _ _ h _
2. f_ x_d
3. l _ _i _ed

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

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

1. Musimy przyśpieszyć tą fazę gdyż możemy nie zdążyć przed terminem   (speed up, make it)
2. Napotkaliśmy kilka poważnych problemów, musimy coś wymyśleć (come up against , figure out)
3. Wytyczne które otrzymałam są niejasne i mylące. Czy możesz je sprecyzować (obscure , specify/pinpoint)
4. Utknęliśmy w martwym punkcie. Musimy przezwyciężyć ten problem (get stuck, overcome)
5.
6. Musimy wzmocnić komunikację gdyż brak komunikacji spowalnia projekt (strengthen)

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

1. **My boss gave us ……………………….how to conduct next phase of this project**
2. **…………………………..are key events during each project**
3. **We met a lot of ………………………………which we have to overcome**
4. **During each project we have ……………………………. It means sometimes it's better sometimes worse**
5. **During some projects we have to outsource some of our activities to…………………………..**
6. **………………………of this project exceeded our expectations**

on the face of

Project terms :

Life cycle -	a. first meeting with a client
Deliverable	b. the period from start to the final version of the product
Timeline	c. amendment of requirements
Kick off meeting	d. schedule of activities
Change of request	e. tangible , measurable output of a task , for example a document or a product