**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 ………purpose……………….that is the aim of this project .
* it should describe ………specifications……………………………that are things we need to meet to fulfill this project.
* we have to specify ……scope…………………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 underestimate……………………………..the costs – include not enough amount of money

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

Budget can be :

1. tight
2. fixed
3. limited

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

1. We have to ……keep the budget on the track……………………….We cannot allow ourselves to squander our sources
2. During our last project we ……exceeded…………………………….. our budget. We spent more than we should have
3. We hope that during ongoing project we will …………come in under……………….the budget and won’t spend not a penny more than we can
4. We need to appoint somebody to ………execute…………………………this budget
5. Musimy przyśpieszyć tą fazę gdyż możemy nie zdążyć przed terminem ( speed up, make it)

We have to speed up this phase, because we want to make it.

1. Napotkaliśmy kilka poważnych problemów, musimy coś wymyśleć ( come up against , figure out)

We came up against a few serious issues, we have to figured out.

1. Wytyczne które otrzymałam są niejasne i mylące. Czy możesz je sprecyzować ( obscure , specify/pinpoint)

Guidelines which I received are obscure and misleading. Can you pinpoint it?

1. Utknęliśmy w martwym punkcie. Musimy przezwyciężyć ten problem ( get stuck, overcome)

We got stuck. We need to overcome this issue.

1. Musimy wzmocnić komunikację gdyż brak komunikacji spowalnia projekt ( strengthen )

We must strengthen a communication, because a lack of communication slows 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 of ………restrictions/constraints……….which we have to overcome**
4. **During each project we have ………ups 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