Project Management & Job Interview Strategy

Vocabulary

- ➤ bottleneck
- ➤ cross-functional collaboration
- ➤ deliverables
- ➤ escalation process
- ➤ governance framework
- ➤ resource allocation
- ➤ risk mitigation
- ➤ roadmap
- ➤ scope creep
- ➤ stakeholder alignment

Fill in the gaps

1. At the initial stage of the project, ensuring _____ is critical to prevent misunderstandings and conflicting expectations.

2. The product launch required close _____ between marketing, engineering, and sales teams.

3. Poor _____ can lead to burnout, budget overruns, and missed deadlines.

4. A clear risk register is essential for effective _____ throughout the project lifecycle.

5. The project suffered from constant _____, as new features were added without adjusting the timeline.

6. All _____ must be approved by the client before the final release.

7. The company implemented a strict _____ to improve accountability and decision-making.

8. When the issue couldn't be resolved within the team, we initiated the formal _____.

9. The testing phase became a major _____, delaying the entire project.

10. Our three-year product _____ outlines strategic priorities and major milestones.

- ➢ measurable impact
- ➢ value-driven approach
- ➢ turnaround strategy
- ➢ to spearhead an initiative
- ➢ to streamline processes
- ➢ to troubleshoot
- ➢ to anticipate roadblocks
- ➢ to operate under constraints
- ➢ to exceed KPIs

Fill in the gaps. **You may need to change the form of the verb**

1. The company was close to bankruptcy, so the new CEO introduced a comprehensive _____ to restore profitability.

2. As a project manager, I was asked to _____ aimed at improving internal communication across departments.

3. We redesigned the workflow to _____ and eliminate redundant approval steps.

4. One of my key strengths is the ability to _____ before they escalate into major issues.

5. The team consistently managed to _____ despite aggressive quarterly targets.

6. The board was interested in initiatives that create a _____ rather than short-term visibility.

7. In fast-paced environments, managers must be able to _____ such as limited budgets and tight deadlines.

8. When technical issues arose during deployment, the team had to quickly _____ the system.

9. During the interview, she emphasized the _____ her previous projects had on revenue growth and customer retention.

- I managed the team →
- I solved problems →
- I improved the workflow →
- I fixed delays →

Strategic Questions

1. Imagine we are behind schedule and the client is dissatisfied. What would you do?
2. How do you prioritize competing initiatives when everything is "high priority"?
3. How do you ensure stakeholder alignment at the start of a project?
4. How do you balance speed and quality under tight deadlines?
5. What's your approach to long-term roadmap planning?
6. How do you decide when to say no to a client?