Project Management

Vocabulary

- budget overrun
- business impact
- contingency plan
- continuous improvement
- efficiency gains
- expected outcomes
- feasibility assessment
- implementation plan
- key milestones
- long-term roadmap
- measurable results
- milestone
- misalignment between teams
- operational bottleneck
- operational efficiency
- operational framework
- performance metrics
- process automation
- process redesign
- project delay
- project lifecycle
- risk exposure
- scalability
- strategic alignment
- timeline
- to align stakeholders
- to brief the team
- to delegate responsibilities
- to drive results
- to facilitate collaboration
- to lead cross-department initiatives
- to oversee project delivery
- unforeseen challenges
- workflow optimization

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Choose the correct variant

1. The team celebrated reaching an important _____ in the development of the new product.

A) timeline
B) milestone
C) feasibility assessment
D) roadmap

2. The project manager created a detailed _____ showing when each stage of the project should be completed.

A) project lifecycle
B) milestone
C) timeline
D) strategic alignment

3. Before starting the project, the company conducted a _____ to determine whether the idea was realistic and profitable.

A) feasibility assessment
B) milestone review
C) strategic alignment
D) roadmap

4. The _____ describes all stages of the project from initiation to completion.

A) implementation plan
B) project lifecycle
C) timeline
D) roadmap

5. The leadership team developed a _____ outlining the company's goals for the next five years.

A) feasibility assessment
B) milestone report
C) long-term roadmap
D) lifecycle model

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6. It is important to ensure _____ between the project and the company's overall strategy.

A) stakeholder delivery
B) strategic alignment
C) project lifecycle
D) risk mitigation

7. Once the project was approved, the team created an _____ explaining how the new system would be introduced.

A) implementation plan
B) project lifecycle
C) timeline framework
D) milestone structure

8. During the planning stage, the manager identified several key _____ that would mark the progress of the project.

A) lifecycles
B) milestones
C) assessments
D) alignments

9. The _____ helps teams understand how the project will evolve over time and what phases it will include.

A) project lifecycle
B) feasibility assessment
C) roadmap
D) implementation plan

10. The company's _____ helped guide product development and investment decisions over the next decade.

A) timeline
B) strategic alignment
C) long-term roadmap
D) feasibility assessment

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Situation

Your company is launching a new digital product. However:

- there is scope creep
- the project is behind schedule
- there is a bottleneck in the design team
- stakeholders are not aligned

Explain how you will:

1. streamline the workflow
2. reallocate resources
3. anticipate further roadblocks
4. ensure the project delivers measurable impact

Complete the sentences

timeline risk mitigation strategy bottleneck

stakeholder alignment value-driven

1. The project faced a major _____ when the development team ran out of resources.

2. To avoid delays, the manager introduced a clear _____ for each stage of the project.

3. Strong _____ is essential to ensure all departments work toward the same goal.

4. We had to implement a _____ to deal with potential problems.

5. The company adopted a _____ approach to ensure the project creates real business impact.

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Decision-Making Scenario

You are managing a project with the following issues:

- ❖ The budget is limited
- ❖ There is pressure to exceed KPIs
- ❖ Two departments are not cooperating

What would you do to:

1. facilitate cross-functional collaboration
2. operate under constraints
3. deliver results on time

Situation Matching

Read the situations and choose the correct phrase.

- ✓ risk exposure
- ✓ contingency plan
- ✓ project delay
- ✓ unforeseen challenges
- ✓ operational bottleneck
- ✓ budget overrun
- ✓ misalignment between teams

1. The marketing team is ready to launch the product, but the development team still hasn't finished the final features. Because of this, the launch date has been pushed back.

Answer: _____

2. The design department must approve every small change in the product, which slows down the entire workflow and prevents other teams from moving forward.

Answer: _____

3. Halfway through the project, the company realized it had already spent more money than originally planned.

Answer: _____

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4. During the project, the team faced unexpected technical problems and supply chain issues that nobody predicted at the beginning.

Answer: _____

5. The sales department wants to release the product quickly, while the engineering team believes it still needs several months of development.

Answer: _____

6. Because the project involves a new and untested technology, there is a high probability that something could go wrong.

Answer: _____

7. The management team created a backup strategy in case the main supplier fails to deliver the required materials.

Answer: _____

Speaking

1. What causes bottlenecks in large organizations?
2. Why do many projects suffer from scope creep?
3. How important is stakeholder alignment for project success?
4. Can strict governance frameworks slow down innovation?
5. Is it possible to consistently exceed KPIs?

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