- *What is it like to be the CEO of a big company?*

Satya Nadella CEO of Microsoft



TASK 1 *Check if you know the words below. Complete the questions with these words. Then watch a video and check your ideas:*

meeting, first, time-waster, possession, morning, trait, home screen, night, influence, work desk, advice, tea.

1. Are you a _____ person or a _____ owl?
2. Are you a coffee person or a _____ guy?
3. What's the _____ thing you do when you wake up?
4. What's on your _____ now?
5. What's on your smartphone _____?
6. Your favorite workday _____?
7. Your favorite personal _____?
8. How do you run a _____?
9. The one _____ you look for in new hires is..?

TASK 2 *Watch a video again. How does he answer the questions?*

TASK 3 *Answer the questions for yourself.*

LIVEWORKSHEETS



In your experience, what are the key factors in managing a project?

Do you prefer to work with short-term or long-term projects and why?

What can go right with the project and what can go wrong?

LIVEWORKSHEETS



Lack of planning	To happen
A communication breakdown	Not have enough money
To occur	different
To stay within budget	Not enough planning
To run out of money	To experience something
Budget constraints	Misunderstanding
various	Not to meet deadlines
To be faced with problems	To keep to standards
To run behind schedule	Budget limitations
To run over budget	To monitor, to control
To maintain standards	To spend more than you planned
To review	Not spend more money than you planned before

LIVEWORKSHEETS

Working with words | Managing projects

1 **What are the five most common problems in managing projects? Read the text and compare your ideas.**

2 **How do the problems mentioned in the text affect the project? What solution can you think of for each problem?**

1 Not enough planning time

The planning stage may not be as exciting as the development stage, but it's just as important, if not more so. Lack of planning will always result in changes later on, eating up money and man-hours.

Solution: ___

2 Communication breakdowns

Anyone who runs a business knows that communication is absolutely vital to the success of any project. Breakdowns can occur between the project team and the end users (i.e. the clients or employers), and there can also be problems between the individual members inside the project team.

Solution: ___

3 Unrealistic budget

If your budget is unrealistic to start with, it will be impossible to stay within budget. As you run out of money, departments fall behind, resources are slow to arrive, and – because of budget constraints – the project, once again, goes out of control.

Solution: ___

4 Not checking progress

As the project goes along, the unexpected happens. Various different people use their own ideas to fix these challenges and – when you're on the point of finishing – you're suddenly faced with a huge list of problems that need to be addressed and you miss the deadline.

Solution: ___

5 Not reviewing existing standards

If most or all of your projects run behind schedule and over budget, ask yourself if you maintain the same standards time after time. Do they work? If you keep doing the same thing, you're likely to get the same results.

Solution: ___

LIVEWORKSHEETS



Play BINGO definitions game https://mfbc.us/m/mvjwk97

Use slides 15 and 16 and practice new vocabulary

https://jamboard.google.com/d/1q1-8aeH_KY5M7xY65yjbXG-UqqBHkqVyJBzlRx2sRDI/viewer?f=14

4 **Do you associate these phrases from the texts with successful (*S*) or unsuccessful (*U*) projects, or both?**

run out of money *within budget* *behind schedule* *upfront planning* *over budget*
miss the deadline *stay on track* *out of control* *budget constraints* *lack of planning*
make the launch date *accurate forecast* *ahead of schedule* *unrealistic budget*

5 **Choose the correct answer from the words in *italics*.**

1 Good communication will help you to *resolve / address* conflict quickly.
2 When time is short, you must *promote / prioritize* tasks and do the most important ones first.
3 Try to *hold / keep* track of spending so that you don't go over budget.
4 Make sure you *allow / allocate* sufficient resources to the different departments.
5 Always expect the unexpected and *manufacture / make* contingency plans.
6 It is important to *examine / check* progress at every stage of a project in case there are any problems.

6 **Choose a verb from the list that can go with *all three* phrases in each group.**

stay *set* *run* *keep* *check*

1 _____ smoothly / out of time / into problems
2 _____ on track / within budget / the course
3 _____ the facts / progress / details
4 _____ a budget / a timescale / a launch date
5 _____ to a budget / track of / costs down

LIVEWORKSHEETS

Working with words

1 **Replace the phrases in *italics* with the phrases from the list. Make any changes that are necessary.**

miss the deadline	be ahead of schedule
~~set a budget~~	run out of money
allocate funds	prioritize tasks
keep track of	resolve conflicts

1 We need to *decide what we're going to spend* set a budget and try to keep to it.

2 The contractors failed to control spending and they quickly *spent everything* _____.

3 The whole project ran very smoothly, and in the end we *finished two months early* _____.

4 I'm responsible for the budget and *giving out money* _____ to the different departments working on the project.

5 If you communicate well, you can usually *settle disagreements* _____ quickly.

6 We need to *put things in order of importance* _____ and then work steadily through the project.

7 There are strict penalty clauses, so it'll be expensive if we *are late* _____.

8 I always look at bank statements carefully so that I *have information about what is happening with* _____ spending.

2 **Will your next project be on time and within budget? Complete these sentences. Use the answers to complete the puzzle and find the hidden answer.**

1 We must _____ costs under control.

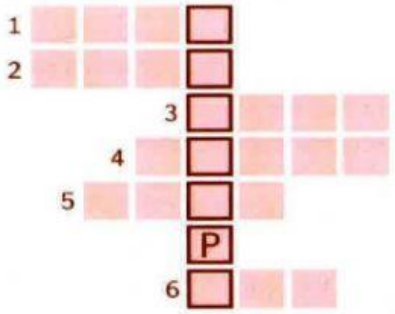
2 Don't forget to _____ contingency plans.

3 If the project _____ smoothly, it will finish on time.

4 Make sure you _____ all the facts first.

5 I'm going to _____ the course – I'm not giving up.

6 You need to _____ a realistic timescale.



LIVEWORKSHEETS

LIVEWORKSHEETS