Activity 4: Choose the correct solutions to problems (1-5). Write the letter (A, B, C, D or E) in the box given under 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: ____

A Never assume that everyone understands. Make sure that everyone can talk to each other and share information. Resolve any conflicts straight away or you will run into a lot of problems and complications later on.

B Take time to review how projects have gone in the past. Keep a running list of what worked, what didn't, and how to do it better next time.

C Spend longer on research and preparation. Make contingency plans, and don't just concentrate on making it to market before your competition. If you get there first but your product is faulty, you'll get nothing but complaints and a bad reputation.

D Create an accurate forecast. Outline ways to develop better upfront planning of the resources. Make sure you allocate enough funds to each department and keep track of spending.

E Define 'checkpoints' throughout the project so you stay on track. Monitor everyone's performance and prioritize tasks when there is a problem. Addressing problems quickly will save time later. You can still make the launch date you've set or even finish ahead of schedule.