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