

3 Projects

Vocabulary Managing projects

1 Match the questions (1-6) with the responses (a-f).

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|---|---|
| 1 So, Judith, how is the project going? | a Four days. We anticipated finishing on Tuesday, not Saturday. |
| 2 Setback? What happened? | b Mid July is the final deadline. Construction starts on the 20th. |
| 3 How much longer? | c Phase 2 took longer than we predicted. |
| 4 So have we gone over budget? | d Very well, although we had one setback last week. |
| 5 Well done. What about the schedule? | e The next milestone is the end of Phase 4 at the end of the month. |
| 6 And what is the deadline for materials to arrive? | f Yes, we have, but we can save money on Phase 3. |

2 Choose the correct option in *italics*.

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Top 5 Project Management Tips

- 1 Make sure that your *schedule / management* is realistic and that everyone agrees to the dates.
- 2 *Manage / Anticipate* problems and plan solutions.
- 3 Have *risk / milestones* at various points on the schedule and arrange meetings for those times.
- 4 Never go over *management / budget*.
- 5 *Milestones / Setbacks* will happen so try to learn from them.
- 6 Spend time on *people / risk* management and check you have thought about all possibilities.
- 7 Keep a *risk diary / register* and add any new ones which occur.
- 8 As *project manager / budget*, make sure you have a good project team.

Word building – verbs and nouns

3 Complete the sentences using the correct form of the words in the box.

add attach construct identify investigate manage move solve

- 1 With more and more building in city centres, the _____ industry continues to grow.
- 2 I am delighted to announce a(n) _____ to our project team. His name is James Martin.
- 3 Please find my CV as a(n) _____ to this email.
- 4 The project was delayed while we _____ a gas leak.
- 5 In the end, the only _____ was to demolish two of the old buildings.
- 6 Security is strict at the site, so please bring proof of _____.
- 7 We have some really large equipment for _____ tonnes of earth really quickly.
- 8 The success of the project was due to good _____.