



PROJECT MANAGEMENT



Scan to review worksheet

Expemo code:

1DQU-G3LC-KF8C



1

Warm up

Look at the following words.

streamline / outline / timeline

1. Which parts of speech are the words? Do they have different parts of speech?
2. What do they mean?
3. How could you use them in connection to project management?

Now scan the article on page three and underline the words and see if your answers were correct.





2

Focus on vocabulary

Part A: Match the words in bold in the text on page three.

1. _____ a small change in something (n)
2. _____ quickly think of as many ideas as possible (v)
3. _____ an amount of money available for a particular need (n)
4. _____ doing something to change a mistake and make it right again (adj.)
5. _____ the collection of information about what people in a particular area do and don't buy (n)
6. _____ a stage in the process of something being developed (n)
7. _____ the goal of what you are trying to do (n)
8. _____ not included in communication about a subject (n)
9. _____ an official agreement that completed work is correct and finished (n)

Part B: Complete the questions with the words from Part A. you may have to change the form of the word.

1. What is the main _____ of your current project or work?
2. Which countries or areas of the country does your company do market _____ with customers?
3. What _____ have you had to make to a project when events did not go to plan?
4. Who does the _____ on your work? What is their position?
5. What are the main _____ in the projects or work that you do?
6. How do you make sure that no one is _____ when you're working on a project?
7. If there's a problem with something in your job, what _____ action can you take?
8. What do you need to do if you have to spend money from the _____ for projects you work on?
9. Do you _____ ideas with your team in meetings? What other ways do you use to think of new ideas?

Now in pairs, discuss the questions.



3

Skimming for gist

Read the article below. Match the titles on page four to paragraphs A – E. There are more titles than paragraphs.

Project management

Making a start

A. _____

When it comes to project management, you must begin with the end - that is, you must be very clear on what your final **objective** is. Everything else is built around that. It might be a finished product, a system that helps you streamline work, or a new service that your company can confidently offer. Once this is done, you also need to know what success will look like. Perhaps the finished product is cheaper, or of higher quality than the current one. Maybe the new system can reduce 80% of waste. The new service could aim to increase your customer base by 40%. Either way, you should be able to measure your success to some degree.

B. _____

From here, you will need to conduct **market research** to make sure that your plans are in line with what the market needs and you may need to make **adjustments** to the plan. You may need to revisit this stage again later to check your progress and make sure you are on track.

C. _____

Next, you will need to outline the project. This will help you to cut down the project into smaller pieces, possibly even smaller projects. This is where you will consider all the elements required to achieve your objectives: Who is on your team? What information do you need? What **budget** do I have? Doing this will also help you to establish a rough timeline for both the project as a whole and between each **milestone**. You will also need to decide what is needed for **sign-off** of each stage and who is going to be responsible for that. While doing this, you must be sure as to which parts of the plan are flexible and which are not. At this stage, the more give you have in your plans, the easier it will be.

D. _____

Assuming you have your team in place at this point, you need to **brainstorm** the outline with them. It's much better to find problems with it at this early stage than to discover them later. Of course, you are trying to predict the future and no one can do that entirely successfully. However, you should be able to see possible areas of difficulty. This can include questions such as what will happen if a member of the team falls ill, what to do if a stage of the project runs over time, and how to deal with increases in cost you didn't plan. With this in mind, you make arrangements for what you can do about them so that you can take **corrective** action if, or when, they happen.

E. _____

Finally, you will also need to decide how you are going to communicate. If your team is all in the same place, this shouldn't be too difficult. If some members work remotely, or internationally, then it could present more challenges. Here, it's important to find a balance between regular, but unnecessary, meetings and creating a situation where team members are left **out of the loop**.

Sources: *The Guardian*, *Forbes*



1. What issues might we have?
2. Who is the best person for the job?
3. How do we do this?
4. How do we keep in touch?
5. When do we start?
6. Where are we going?
7. Who is this for?

4**Reading comprehension**

Complete the following sentences with endings a – g.

1. The main focus of any project is having ...
2. You must have some way to measure ...
3. It's essential to make sure ...
4. You will have to list everything you require to make ...
5. It is better to plan for ...
6. Think carefully about what you can do if ...
7. Pay attention to how all the members of ...
 - a. ... a clear understanding of what result you want.
 - b. ... the project work successfully.
 - c. ... that your project is what the market wants before you begin.
 - d. ... the team will be keeping in touch as this will be very important.
 - e. ... mistakes are made and how you can correct them.
 - f. ... your progress and define what success looks like.
 - g. ... problems than be surprised by them.





5 Vocabulary in context



Complete the following extracts from the audio script with the vocabulary below.

delivery
lifecycle

going nowhere
making life difficult

green light
progress

inevitably
up against

1. ...we're always _____ a very tight schedule.
2. 2. ... _____, unexpected delays happen
3. 3. ... the beginning of the _____ of the project.
4. 4. ... expect the project to get to _____ in eight months.
5. 5. They always end up _____ for other people.
6. 6. At the point where you get the _____ for the project, ...
7. 7. ... you have to be prepared to do tasks that aren't necessarily your job if it means you can _____.
8. 8. ... you will all be _____.

Now listen to the speakers talking about problems with projects and check your answers.

6

Listening comprehension

Decide if the following statements are true (T) or false (F).

- a. Speaker 1 thinks that projects take too long. _____
- b. Speaker 1 thinks that the way their projects are managed makes them stressful. _____
- c. Speaker 1 feels the problems with their projects start before the team get involved. _____
- d. Speaker 1 thinks the manager needs to take more time over the planning. _____
- e. Speaker 2 thinks you need to choose your team carefully. _____
- f. Speaker 2 thinks you need someone who thinks they are more important than other people in a project. _____
- g. Speaker 2 thinks everyone needs to focus on their own job in a project. _____



7

Talking point

In pairs, discuss the following questions.

1. Do you agree with Speaker 1 about a project manager's role at the beginning of a project? Why/why not?
2. Do you agree with what Speaker 2 says about a project management team? Why/why not?
3. What do you think are the main problems you can have with projects?
4. What do you think is the best way to deal with problems on projects?

8

Extended activity/Roleplay

You are going to discuss a small project to print some brochures with other students. Look at your card and have a discussion about how to organize the project.

Student A

You have to get 200 brochures printed for your company. Your aim is to get the brochures printed as cheaply as possible because you are in charge of the budget.

Student B

You have to get 200 brochures printed for your company. Your aim is to get the brochures printed as quickly as possible because you are in charge of the timeline.

Student C

You have to get 200 brochures printed for your company. Your aim is to get the brochures printed at the highest possible quality because you are in charge of sales.

Consider the following questions:

- Which local services offer printing services?
- What prices do they offer?
- How long will it take to print them all?
- What are the different levels of quality available?
- How quickly do you need the brochures?