

The Big Project

Last month, our company received a very important _____: to complete a new _____ for a major _____.

The _____ was tight, so the _____ had to work together efficiently. On the first day, we had _____ to review the _____ and assign roles.

Our _____ explained the _____ of the project and how it aligned with the company's main _____.

The _____ emphasized the importance of following the company's _____ and _____.

We started by drafting a _____ and outlining the _____.

Next, we worked on the financial details, including the _____, which was later approved by the _____.

To manage the workload, we used a _____ to track tasks and a shared _____ to store all the _____ and _____.

We used a _____ to create consistent _____, such as the _____ and the _____ for the client.

The _____ on our progress was sent to the _____ head every week.

Communication was key, so we frequently exchanged _____ and sent instant messages to share updates.

Whenever we completed a phase of the project, we asked for _____ from the client and adjusted our plans accordingly.

During the final week, the team worked _____ to prepare the _____ for the client.

Finally, after months of effort, we submitted the final _____ and gave the client a detailed _____ report. The _____ sessions we had earlier helped us work efficiently, and our hard work paid off.