

12 Project Management

Sign up
TODAY

for the
**Project
Management
Workshop!**

This three-part workshop will address different areas of project management. The first part of the workshop is from 10:00 to 11:00. It covers everything you need to know about **degree of certainty**, **Product certainty**, **process certainty**, and **resource certainty**. This important metric will be presented as ways to measure this important metric.

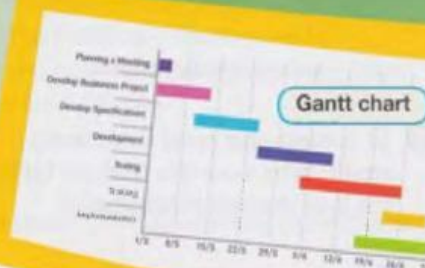
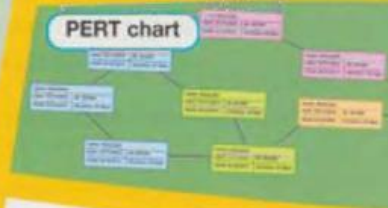
Part two of the workshop is from 11:00 to 11:30. This section focuses on a crucial part of any project: **risk management**. Participants will learn how to identify and address **risk factors**.

Finally, part three of the workshop is from 11:30 to 12:00. This is a general overview of the various methods of organizing project tasks. For example, a **WBS** is a helpful tool for any project manager. It provides a view of the entire scope of a project. A **PERT chart** and its **critical paths** are used to coordinate tasks. Finally, the class will look at the value of maintaining schedules with **Gantt charts**.

The course also covers the four control situations that are affected by certainty. Students will learn how to identify simple situations like **realization problems** and **allocation problems**. Then, they will examine more challenging situations, such as **design problems** and **exploration problems**.

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Get ready!

1 Before you read the passage, talk about these questions.

- 1 What role do risks play in project management?
- 2 What tools help software engineers organize projects?

Reading

2 Read the advertisement. Then, choose the correct answers.

- 1 What is the flyer mostly about?
 - A different types of development projects
 - B ways to approach projects
 - C methods for minimizing risk factors on projects
 - D problems that are likely to arise on a project
- 2 What will students learn in part one of the workshop?
 - A how to gain resources
 - B how to handle risk factors
 - C how to organize projects
 - D how to measure degrees of certainty
- 3 Which of the following is NOT used to organize project tasks?
 - A WBS
 - B PERT chart
 - C critical paths
 - D risk management chart

Vocabulary

3 Match the words (1-8) with the definitions (A-H).

- | | |
|---------------------|--------------------------|
| 1 __ critical path | 5 __ degree of certainty |
| 2 __ risk factor | 6 __ resource certainty |
| 3 __ WBS | 7 __ exploration problem |
| 4 __ design problem | 8 __ risk management |

- A a scale that measures the dependability of user requirements and resources
- B a metric that is determined by the availability of supplies
- C a situation in which the steps to completing a project are unknown
- D a situation in which a project's overall degree of certainty is low
- E a process that identifies potential problems and prevents them from becoming setbacks
- F a characteristic that increases the possibility of problems
- G a decomposition of a project into smaller groups to view the overall project
- H a part of a PERT chart that identifies when tasks must be completed

- 4 Read the sentence pairs. Choose where the words best fit the blanks.

1 Gantt chart / PERT chart

- A A _____ uses bars to indicate the timing of a project.
B Have you organized the tasks into a _____ yet?

2 product certainty / process certainty

- A The functionality and quality of user requirements influences _____.
B _____ measures the stage a project is in.

3 realization problem / allocation problem

- A Since the company does not have enough employees, it has a(n) _____.
B All the user requirements are stable, so we need to focus on the _____.

- 5 Listen and read the advertisement again. What are some ways that the degree of certainty is measured?

Listening

- 6 Listen to a conversation between two software engineers. Mark the following statements as true (T) or false (F).

- 1 _____ The man and the woman attended the workshop together.
- 2 _____ The man used risk management methods on a recent project.
- 3 _____ Gantt charts were not covered in the workshop.

- 7 Listen again and complete the conversation.

Engineer 2: I was at the 1 _____.
It was interesting.

Engineer 1: I didn't sign up for it. Was there any good information?

Engineer 2: Overall, it was really informative. They discussed three main topics in project management. I learned a lot about 2 _____.

Engineer 1: Interesting. What else did they discuss?

Engineer 2: They also talked about risk management. I didn't realize how important it actually is to 3 _____.

Engineer 1: I hadn't really thought about it either. 4 _____ any tips for organization?

Engineer 2: Yeah, that was the 5 _____ they addressed. I already knew about a lot of them, though.

Engineer 1: Which methods did they discuss? I'm about to run my first project, and I'm wondering what might be useful.

Engineer 2: Well, they talked about WBS, which I use all the time. They also 6 _____.

Speaking

- 8 With a partner, act out the roles below based on Task 7. Then, switch roles.

USE LANGUAGE SUCH AS:

*What else did they ... / They discussed ...
Overall, I thought ...*

Student A: You are an engineer. Talk to Student B about:

- a workshop on project management
- the topics discussed
- what you thought about it

Student B: You are an engineer. Talk to Student A about a workshop on project management.

Writing

- 9 Use the advertisement and conversation from Task 8 to write an email to a coworker about a workshop on project management. Include: what the workshop covered, what you learned, and what you already knew.