

## Internet research

Search for the keywords *project management tips* and decide whether you would make a good or bad project manager. Prepare a one-minute talk to the class to explain your decision.

## Defining words

6 Match the people involved in a project in 1–5 with the definitions a–e.

- 1 Sponsor
  - 2 Project manager
  - 3 Project team members
  - 4 End users
  - 5 Key stakeholders
- a) The people who will benefit from the end results of the project on a day-to-day basis.
  - b) The person or group of people who decided the project was needed in the first place.
  - c) Anybody who might be affected by the project, whether positively or negatively.
  - d) The person responsible for running the project and delivering on time and within budget.
  - e) Staff chosen for the skills they can bring to the project, often from different departments.

7 Read the list of people or groups involved in or affected by a motorway construction project. Match them with the key players 1–5 in Exercise 6.

- a) truck and car drivers
- b) the Ministry of Transport
- c) a senior engineer in a major civil engineering company
- d) a plant hire company, an environmental protection group and villagers living near the proposed route
- e) a civil engineer, a surveyor, an environmental engineer and a transport consultant

## Collocations

8 Complete the sentences with the correct form of the verbs in the box. In some sentences, more than one verb is possible.

achieve establish fix meet miss reach set stick to

- 1 Unless the team really pulls together, we'll never \_\_\_\_\_ **the deadline** on the Malaysian order.
- 2 The project has been difficult so far. However, once we \_\_\_\_\_ **the next milestone**, everything should get easier.
- 3 To make sense of our tasks, we need to \_\_\_\_\_ **a timeframe** within which we can all work.
- 4 Frank is such an unreasonable boss: he always \_\_\_\_\_ **our targets** for overseas sales too high.
- 5 Congratulations! We've \_\_\_\_\_ **our targets** for quality this year due to all your hard work.
- 6 We've been vague about the schedule for too long. It's time we \_\_\_\_\_ **a date** for definite and moved on.
- 7 In the end, I \_\_\_\_\_ **my deadline** for my accountancy project, but it didn't matter: everybody else was late too.
- 8 Sam's excellent at getting things done on time, but she finds it impossible to \_\_\_\_\_ **her budget**.

## Glossary PAGE 133

appraisal interview  
bully  
hectic  
loner  
maverick  
milestone  
pass the buck  
pull your weight

## Discussion

9 In small groups, take turns to describe your personality, your strengths and weaknesses, and what you would be good or bad at doing in a project.

