Project Management





This week...

Mark is asking Peter to be the project manager of an important project that is starting soon.

Lesson Objectives...

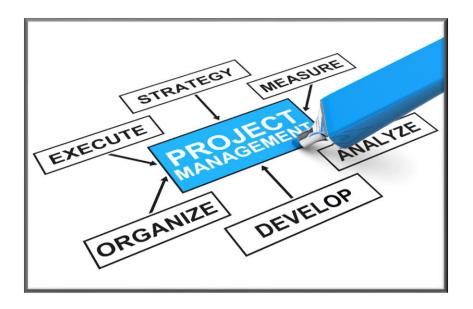
- Talking about projects
- Managing projects

Business English Conversation

Advanced Class

Warm Up - Topic Question





Have you ever managed projects before?

Picture Description



What are they discussing?



What project are they doing?







Peter	Hi, Mark. Did you want to see me?
Mark	Yes, Peter. Please come in. We are expanding our business into the Japanese market and I would like you to be the project manager.
Peter	Thank you for thinking of me for this job.
Mark	You have a good understanding of the culture and business practices in Japan, so I believe you are the right person to lead this project.
Peter	When do you need me to start?
Mark	I need you to start planning now. You need to form a team of five members and go on a business trip to Tokyo next month.
Peter	OK. I understand.
Mark	Good luck and don't hesitate to come see me if you need any help.
Peter	Thanks. I look forward to the challenge and I won't let you down.

Sentence Building



I would like you to come to my office to talk about a new project.

- 1. We are expanding our business into the market.
- 2. I would like you to
- 3. You have a good understanding of
- 4. Don't hesitate to come see me if



Management

Role Play – Project Management



Student A has been called to Student B's office to talk about a new project that is about to begin. Student B wants Student A to be the project manager.



Student A: Ask Student B if he/she wanted to see you.

Student B: Tell Student A that you would like him/her to be the project manager for a particular Project.

Key Phrases

- Did you want to see me?
- Thank you for thinking of me for this job.
- I look forward to the challenge.
- I won't let you down.
- We are <u>Project</u> and I would like you to be project manager.
- You have a good understanding of
- I believe you are the right person to lead this project.
- Other

Projects

- set up an office in Thailand
- enter into the European market
- source new products in China
- recruit English speaking staff
- other

Agree or Disagree





- 1. Project delays are always a bad thing.
- 2. Project leaders need to be involved in every decision made during a project.
- 3. It is difficult to manage budgets and resources.

Discussion



- Do you often work on projects for your company?
- What challenges do you think come with project management?
- What type of management style do you think works best?

Word Index



expanding - We plan on expanding our business.

challenge - I am ready for the challenge.

planning - We are planning to start next month.

project - I want you to be the project manager.

lead - I need you to lead the team.

market - It's a tough market, but I'm sure we can succeed.

understanding - Thank you for your understanding.