

Unit

2

Prepare the Outline Project



Project Outline

1. Estate Planning
2. Retirement
3. Tax Planning Strategies
4. Investment Planning
5. Risk Management
6. Cash Flow Management



Dialogue practice

Complaint about air conditioning

Reception : How can I help you?

Customer : Yes, I'm in room 345. The air conditioning isn't working properly.

Reception : What the matter with it?

Customer : It only blows hot air out.

Reception : I'll send someone to check it, but if there is a problem with it the only thing I can do is to send you a fan until when the maintenance comes tomorrow.



Customer : Couldn't we have another room.

Reception : I am very sorry but all our rooms are occupied. If the problem persists tomorrow and we have a vacancy we can change you then or help you find more comfortable accommodations.

Customer : OK, thank you.



1. To review for using some more future simple tense

Vocabulary

1. appropriate _____
2. implement _____
3. focus _____
4. approach _____
5. sequence _____
6. financial plan _____
7. component _____
8. dependency _____
9. intuitive _____
10. practitioner _____
11. complicate _____
12. collaboration _____



Grammar Focus

Simple Future tense 2

(The future using going to)

We say something is going to happen when it has already been planned.

For example:-

Q) Are you going to fly to Germany?

A) No, we're going to drive.

We also use it to show something has already been decided.

For example:-

“We're going to buy a new car next year.”

We also use going to when we can see something is about to happen.



or example:-

“Look at that cloud. I think it’s going to rain.”

“Watch out! He’s going to crash into that tree!”

You can also use going to to predict the future based upon the evidence now.

For example:-

“It looks as though Manchester United are going to win the European cup.

“I think my friend Louise is going to have a baby.”

“I’m going to Germany.” isn’t really the future tense. You would have to say “I’m going to go to Germany.”

When we give information about the future or predict future events that are not certain we usually use shall/will.

For example:-

Q) Who do you think *will win* the election?”

A) “I’m not sure but I think the current party will win.”

We can also use shall/will to make promises for the future.

When leaving work I would say - “Goodnight, I’ll (I will) see you tomorrow.”

Shall/Will is often used when we just decide to do something.



For example:-

The phone is ringing - If I decide to answer the phone I would say - "I'll (I will) get it."

It can also be used in formal situations to express planned events and is preferred in formal written English.

For example:-

The party *will* start at 10.00pm.



2. To plan the project work by timeline and standard form

The Project Planning Worksheets

The easy way to make a simply English project planning worksheet should contain the important details as:

1. The purpose; by answering why are you doing this project, why are you planning this project, what is the purpose of this project? Is it clear and specific enough?
2. Principle; you would give someone free reign with this as long as they will.... What will define parameters of action and criteria of excellence?
3. Vision or outcome; what is the best possible outcome for this project. What would it look like for this project to be a smashing success?
4. Brainstorming; you should put analysis and organization in to the background. Please don't judge, challenge, evaluate or criticize. Please go for quantity not quality.



Creating a Project Plan for the Project Charter

Learn how to craft a solid Project Plan, as a level appropriate for the Project Charter with an example of a project to implement a customer service system for supporting the organization's products.

The Project Plan section of the Project Charter focuses on five key things:

1. Approach to different phases of the project
2. Overall plan that includes the sequence of each of the phases
3. Resource plan
4. Quality plan
5. Financial plan



Approach to Different Phases Of The Project

Overall Plan That Includes the Sequence of Each of the Phases

Resource Plan

Quality Plan

Financial Plan

Conclusion



Project Plan Outline (example)

	week 1	2	3	4	5	6	Holiday	Holiday	7	8	9	10	Holiday	11	12	13	14	15
Understanding the problem																		
Investigation																		
Further Investigation																		
Suggesting ideas																		
Developing the final ideas																		
The final idea																		
Modelling																		
Planning making																		
Making																		
Testing and evaluating																		



Grant Chart 1

