

Unit

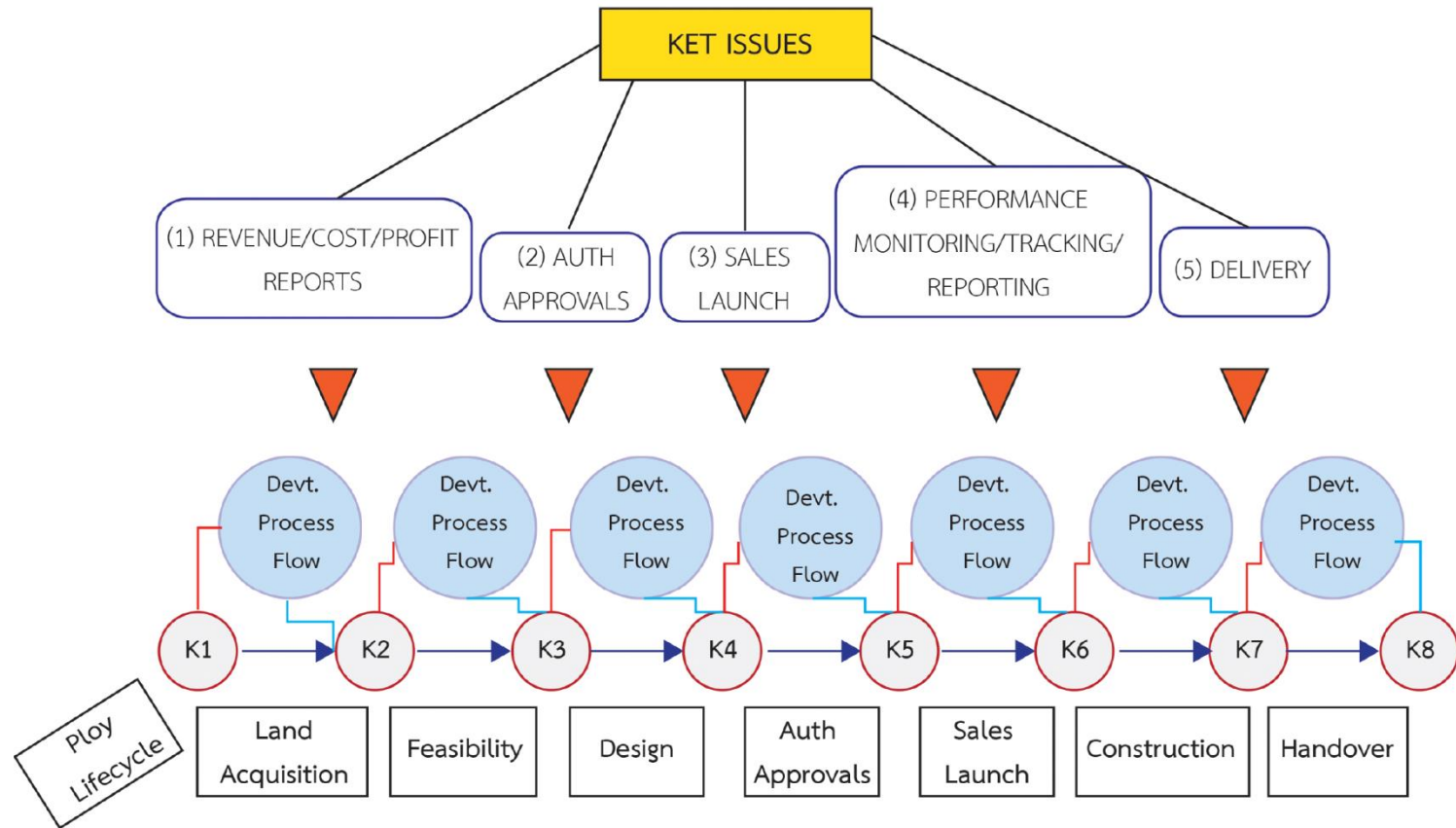
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Demonstrate the Project



MANAGEMENT/ CEO PROJECT INFORMATION MAP

Concerns Challenges Priority



Dialogue practice

Conversation 1 : Used Cars

A : I want to buy this used car, but I need help figuring out if there are any problems with it.

B : I can help you with that. Drive the car over by the garage and we'll check it out.

A : I know some things to look for, but I know there are other special things to look for.

B : Always start with looking for signs of major damage that may have been repaired and also check tire wear.

A : If the car has been in a major accident, that should have been recorded online.

B : Right. All major accidents should have been recorded. Next start the car up, pop the hood, and we'll take a look at the belts and hoses.

A : I would like for you to take a test drive with me.

B : We'll do that in a minute, but first we should check that the radio, turn signals, and all of the lights work properly.

A : I like knowing what to look for when buying a used car and appreciate the help.

B : This car is in good shape and should give you no major problems. Enjoy it!



Conversation 2 : Answering Questions of the Police

- A : Were you around when the robbery happened?
- B : Yes, I was.
- A : Could you explain what you saw?
- B : I was in the bank at the time of the robbery.
- A : What did you see?
- B : I saw a man come in with a gun.
- A : Did you see his face?
- B : No. He had a mask on.
- A : Did he come in with anyone else?
- B : He was by himself.
- A : Would you come down to the station for further questioning?
- B : That shouldn't be a problem.



Vocabulary

1. demonstrate _____
2. innovative _____
3. unable _____
4. evidence _____
5. investigation _____
6. previously _____
7. literature _____
8. thematic _____
9. compliment _____
10. survey _____
11. approach _____
12. inform _____



Grammar Focus

Simple Present Tense 2

Some more polite of past tense

Have you ever seen these sentences?

"Would you mind...?"

"Could you please...?"

"Should I do...?"

"Did you want any help?"

"Did you want something?"

It seems people are using past tense forms in these sorts of questions, when there is nothing wrong to use present tense for the exact same meaning.

Why is that?

Is this a hint of being polite or humble? Is there a grammar rule for this construct?



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Introduction To Project management

- Definition of Project
- General Introduction to Project Management
- Definition of project Management



Project Lifecycle

- Initiation
- Planning
- Execution
- Closure

Definition of a Project

To understand project management you must understand the term project. The definition of a project is “a unique endeavor to produce a set of deliverables within a clearly specified time, cost and quality constraints. (Project management guidebook, empowering managers to succeed 2003, PMG 2003)

“A project is a series of tasks, arranged in a defined sequence or relationship that produces a pre-defined output or effect. A project always has a start, middle and an end” (Project management Institute, Body of Knowledge 1999, PMBOK)

Project Lifecycle

Project lifecycle consist of four all encompassing phases, Project Initiation, Project Planning, Project Execution and Project Closure. There are many other descriptions for the four phases however the content of each phase is universally agreed.



Guidance to Demonstrate Your Project

We'll consider an idea as being innovative if it hasn't been tried elsewhere in the UK before. Whilst we received a lot of applications last year we were unable to invite many to the second stage of the process. This was because many applicants did not provide enough evidence to show that what they wanted to do hadn't been tried before.

So when you're developing your application you'll need to think carefully about the evidence you have that shows your idea is truly innovative.



Here's the kind of evidence we're looking for:

- Details of the research and investigation you've carried out to show that your idea hasn't been tried previously in the UK, example:

- Internet and literature searches.
- Consultation with academic institutions, experts, policy makers, stakeholders and organizations working in the same field.
- Research into relevant thematic, local, national or regional strategies.

- Information on existing activities or services to show how your project will fill specific gaps or compliment what already being provided.

- Details of what others have done previously to tackle the problem you have identified, including why these approaches have worked and how this has informed your plans.

- If no one has yet tried to address the problem or use the approach you're proposing, details of the reasons why this may be and any barriers that may exist.

- Details of any research, surveys or consultation you have done to fine out what other organizations are planning to address the problem you have identified and how this has informed your plans.

It's not exhaustive and there may be the other ways that we can do for innovative ideas.

