VOCABULARY FOR DEADLINES AND ORGANISING PROJECTS

DEADLINES

A deadline – the date by when something should be finished.

To set a deadline – agree on a deadline.

To meet a deadline – when you complete the task before or on the deadline day.

'The deadline was set for the end of the month and we just about met it.'

To be due - the agreed date to finish a task.

'This report is due on the 15th of July.'

To be overdue – the deadline has passed and the task is now late.

'This report is overdue. I expected it on Monday – when can you send it to me?'

By - the end point

'You must finish this report <u>by</u> Friday.'

'Can you send it to me <u>by</u> Monday?'

Within – inside a time period.

'I must send this document <u>within</u> 3 hours.'

'I can do this contract <u>within</u> three weeks.'

To run out of time, money, patience – when a resource is low and must be renewed.

'We are running out of time.'

'We couldn't complete the project because we ran out of money.'

To be behind or ahead of schedule – to work slower or faster than you predicted when you made the deadline.

'The foundations of the building were more damaged than we thought and so we are behind schedule.'

To be on schedule – the project is going to plan and won't be delayed.

'At the moment we are on schedule and should complete the work by the end of the month.'

ORGANISING PROJECTS

To make a plan of action – to plan a project including all tasks.

'The first task in this kick off meeting is to make a plan of action.'

Going forward – to discuss the next step to take.

'Going forward, work will be redistributed over three car plants instead of four.'

Looking forward – to predict what will happen in the future.

'Looking forward electric cars will become more popular and so we need increase our range of models.'

To foresee – to predict.

'I don't foresee any problems getting this project approved.

The foreseeable future – speaking about the near future (that you can predict).

'We won't take on any more staff for the foreseeable future.'

To plan ahead – to make plans thinking about any problems you may encounter in the future.

'It's important to plan ahead when preparing the budget for this project.'

GIVING TASKS

To head – to lead or direct.

'Riccardo will head the project and pick his team.'

To be tasked with – to be given a task.

'We will task Francesca with putting together the feasibility report.'

STARTING AND FINISHING A PROJECT

To start from scratch – to start from zero.

'We cannot integrate this software into the old system and so we'll have to code a new program from scratch.'

To start a project with a kick off meeting – when the team is assembled the project starts with a 'kick off' (a term taken from football tournaments).

To give/get the green light – to get permission to start from management.

'We've just got the green light from the CEO, so we're starting the project on Monday.'

To sign off on the project – management says the project is complete and done to the agreed standard.

'We're just waiting for the sign off and then we can move on to something else.'

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