



# PROJECT MANAGEMENT METHODOLOGIES



Scan to review worksheet

Expemo code:  
1CSR-Z1LB-K8MB

1

## Warm up

How many of these concepts related to project management have you heard of? What do you about each one? Do you know of any others?

- Agile
- Kanban
- Scrum
- Waterfall





## 2

## Language focus 1

Read the sentences below. Match the underlined words and phrases to their meanings. Then tell a partner whether the sentences are true for you.

1. What umbrella term can define your area of activity?
2. Do you prefer projects that have many variables, or more straightforward ones?
3. Do you receive incremental pay raises?
4. What projects are you involved in that are cross-functional? What other departments are involved?
5. Is the staff at your office close-knit, or is the relationship just professional?
6. Can you list the most important events of your last day at work in chronological order?
7. What's the difference between a task that is iterative and one that is just repetitive?
8. How often do you get into a sticky situation at work?
9. What is the biggest downside of working on projects with large teams?

1. \_\_\_\_\_ following the order in which events take place
2. \_\_\_\_\_ that increases regularly
3. \_\_\_\_\_ that involves different teams in an organisation
4. \_\_\_\_\_ repeating a process over and over and applying the result in the next stage
5. \_\_\_\_\_ difficult, unpleasant
6. \_\_\_\_\_ a broad concept that covers a category of things
7. \_\_\_\_\_ having strong relationships with each other
8. \_\_\_\_\_ disadvantage
9. \_\_\_\_\_ an element that is not fixed



### 3 Video

Watch both parts of the video and put the pictures in the correct order.



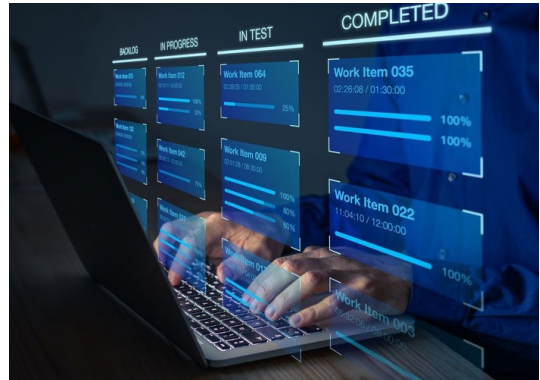
Picture A



Picture B



Picture C



Picture D

### 4 Video: Part 1



Watch the first part of the video again (00:00-01:40). Are these sentences true (T), false (F) or not given (NG)?

1. In the waterfall methodology, you finish one task before starting another. \_\_\_\_\_
2. The waterfall works better with reduced groups of people. \_\_\_\_\_
3. It is easier to return to previous tasks in the waterfall methodology. \_\_\_\_\_
4. In Agile, several processes take place at the same time. \_\_\_\_\_
5. The Agile framework is better than waterfall to save costs. \_\_\_\_\_
6. The author says that Agile is more than just a methodology. \_\_\_\_\_



## 5

## Video: Part 2

Watch the second part of the video again and complete the sentences below with a word or short phrase.



1. The name Scrum comes from \_\_\_\_\_.
2. A feature in Scrum is a \_\_\_\_\_ where participants don't sit.
3. The priority in Kanban is the \_\_\_\_\_ of tasks rather than working in teams.
4. For the Kanban methodology to work well, it's important that there is \_\_\_\_\_ in the processes.
5. Which methodology to adopt depends on the \_\_\_\_\_ of each project, such as budget and resources.





## 6

**Language focus 2**

Read the sentences from the video. What do the underlined phrasal verbs mean?

- So you start a task once you've wrapped up the previous one.
- Kanban tends to go down well with those who like organisation and control...
- So, in short, it's not that one is necessarily better than the others, it really all comes down to the type of project you have and its many variables, ...

Now complete the sentences with the correct word. Then discuss in pairs if you agree with the sentences.

1. Team members should \_\_\_\_\_ any changes to the project by the scrum master.
2. In the waterfall methodology, it is easier to zero \_\_\_\_\_ on any problems and fix them.
3. It's always better to bring \_\_\_\_\_ a project meeting than put it off or cancel it.
4. In project meetings, it's a good idea to jot \_\_\_\_\_ important stuff for your tasks, even if someone's taking minutes.
5. If the project manager is holding back the team, they should \_\_\_\_\_ down and let someone else run the project.
6. It's important to weigh \_\_\_\_\_ the pros and cons of each methodology before planning a project.
7. You should pencil in the next stages of the project \_\_\_\_\_ your calendar, even if they might change.
8. A project only works if everyone \_\_\_\_\_ in and does their part.

## 7

**Speaking**

Think of a project you were involved in recently and choose one of the methodologies in the video, researching further if necessary. What would have been done differently following this methodology? Would the outcome have been more favourable? In small groups, tell the other students about your project.



## 8 Talking point

In pairs, discuss the questions below.

1. Do you have any experience with these methodologies? What was it like?
2. Which methodology would you prefer to use as a project manager? Why?
3. Which methodology would you prefer to use as a team member? Why?
4. What skills and qualities does a project manager need to have in each of the methodologies?

## 9 Extension activity 1

Complete the extract from the script with one word in each gap. Then watch the first part of the video again and check.

Hello, and thanks \_\_\_\_\_<sup>1</sup> coming today. Project management is a very complex activity, with many methodologies and frameworks. We're going to be looking at four of these in \_\_\_\_\_<sup>2</sup>, with their strengths and weaknesses.

The first project management framework I want to talk about today is Waterfall. It's a more classic \_\_\_\_\_<sup>3</sup> of managing projects, essentially with tasks following a strict chronological \_\_\_\_\_<sup>4</sup>. So you start a task once you've \_\_\_\_\_<sup>5</sup> up the previous one. In \_\_\_\_\_<sup>6</sup> of pros, it's fairly straightforward, so easy to implement, especially with large teams. However, \_\_\_\_\_<sup>7</sup> the name suggests, once the water's flowing on that waterfall, there's no \_\_\_\_\_<sup>8</sup> back, meaning you can't really go back to previous stages. Therefore it's essential to plan carefully \_\_\_\_\_<sup>9</sup> and keep thorough documentation of each stage.

Then we have the Agile framework. When you think Agile, think incremental, collaborative and cross-functional. \_\_\_\_\_<sup>10</sup> Waterfall, it allows for simultaneous workflows and course corrections mid-way \_\_\_\_\_<sup>11</sup>. That's because it breaks projects into smaller cycles, which are iterative. So if you've got a sticky project, with \_\_\_\_\_<sup>12</sup> of variables and constant changes, Agile might be your best \_\_\_\_\_<sup>13</sup>.

Agile is often referred \_\_\_\_\_<sup>14</sup> as a methodology in its own \_\_\_\_\_<sup>15</sup>, but I prefer to see it as an \_\_\_\_\_<sup>16</sup> term that comprises different methodologies. In \_\_\_\_\_<sup>17</sup>, the next two concepts I'm going to talk about can be considered to be situated within that umbrella.

**10** **Extension activity 2**

The notes below refer to the second part of the video. In small groups, rebuild the script using the words. Then watch the video again to check.

first methodology / Agile framework / Scrum.

Rugby / idea quickly: concept / moment, / not familiar / sport, / when / gather closely / forward.

basic idea / Scrum: / close-knit / communication channels.

common feature / Scrum / stand-up meeting / report / progress made / steps.

last framework / Kanban.

methodology / visual nature / task completion / teamwork / other aspect / .

term / storyboard / format of columns / work is divided: / to be done, in-progress / completed sections.

Kanban / down well / organisation and control / when well-implemented, it / time and resource-saving.

downside, / Waterfall, / not / most flexible / process stability.

short, / not / one / necessarily better / others, / comes down / type of project / many variables, / budget and resources, / human and material.

recommend / thought / best methodology / particular project / hands dirty.

