NEW BUSINESS ENGLISH 6

Lesson 42
Work Breakdown Structure

LEARNING GOALS

- Work Breakdown Structure

- Gantt Chart

◆ **How does your company try to manage a lot of tasks?**

◆ **What special tools or charts does your company use to monitor tasks?**

Lena shares the main phases and tasks with project members.

Situational Dialogue

Lena:

We need to **nail down** all the details and the timeline for the new project. The design department will design the pattern and logo in the first week and have another week for further **revision** to finalize the design.

Meanwhile, the R&D department will **commence** searching for the optional manufacturers and select the optimal one within two weeks.

In order to improve efficiency, we plan to confirm the packaging materials and production process at the **preliminary** stage. The new packaging will **come on stream** once the finalized design is released. And it's necessary to assess the sample before signing the **formal contract**. An estimated one and a half months will be required for production to be completed.

Role-play

Lena:

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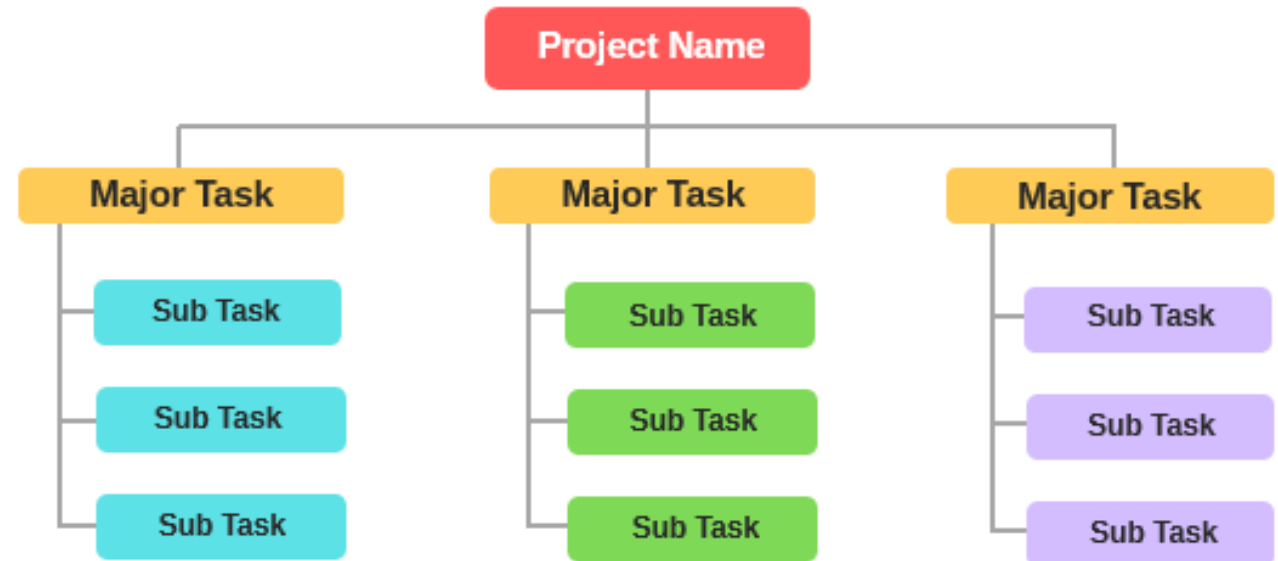
.⫶: **Work Breakdown Structure**

- **The Work Breakdown Structure** is an organizational hierarchical chart that breaks the work down into a structure.

- It is a helpful diagram because it presents a clear breakdown of the project scope and visualizes all the tasks required to complete the project.

Level 1: *Project Goal/ Name*

Level 2: *Major Tasks/ Deliverable*

Level 3: *Sub Tasks*
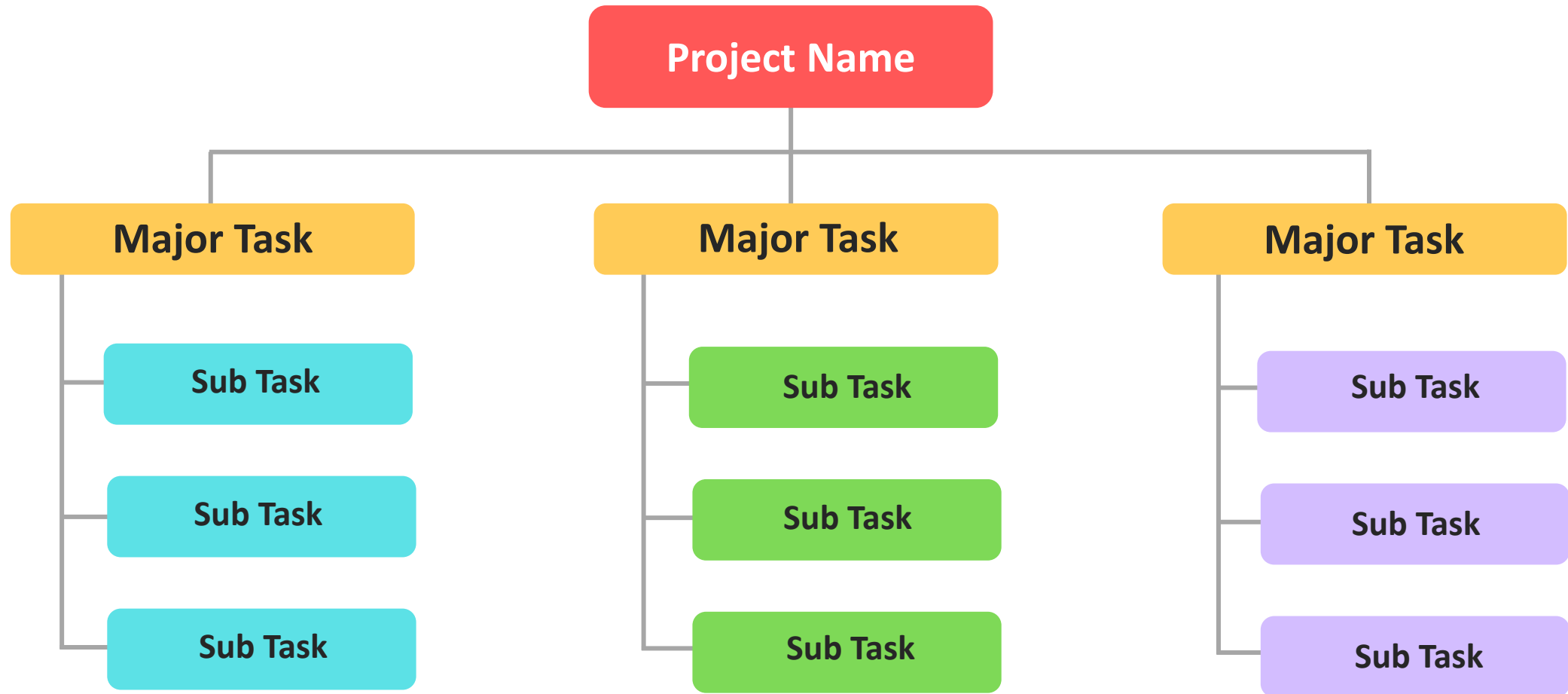
Learning Goal

.:: Work Breakdown Structure

Project Name

Major Task	Major Task	Major Task
Sub Task	Sub Task	Sub Task
Sub Task	Sub Task	Sub Task
Sub Task	Sub Task	Sub Task

.:: **Work Breakdown Structure**

Update Packaging

Pattern & Logo
- designing
- revising

Manufacturer
- searching
- selecting
- negotiating prices

Packaging
- choosing materials
- assessing sample
- doing quality check
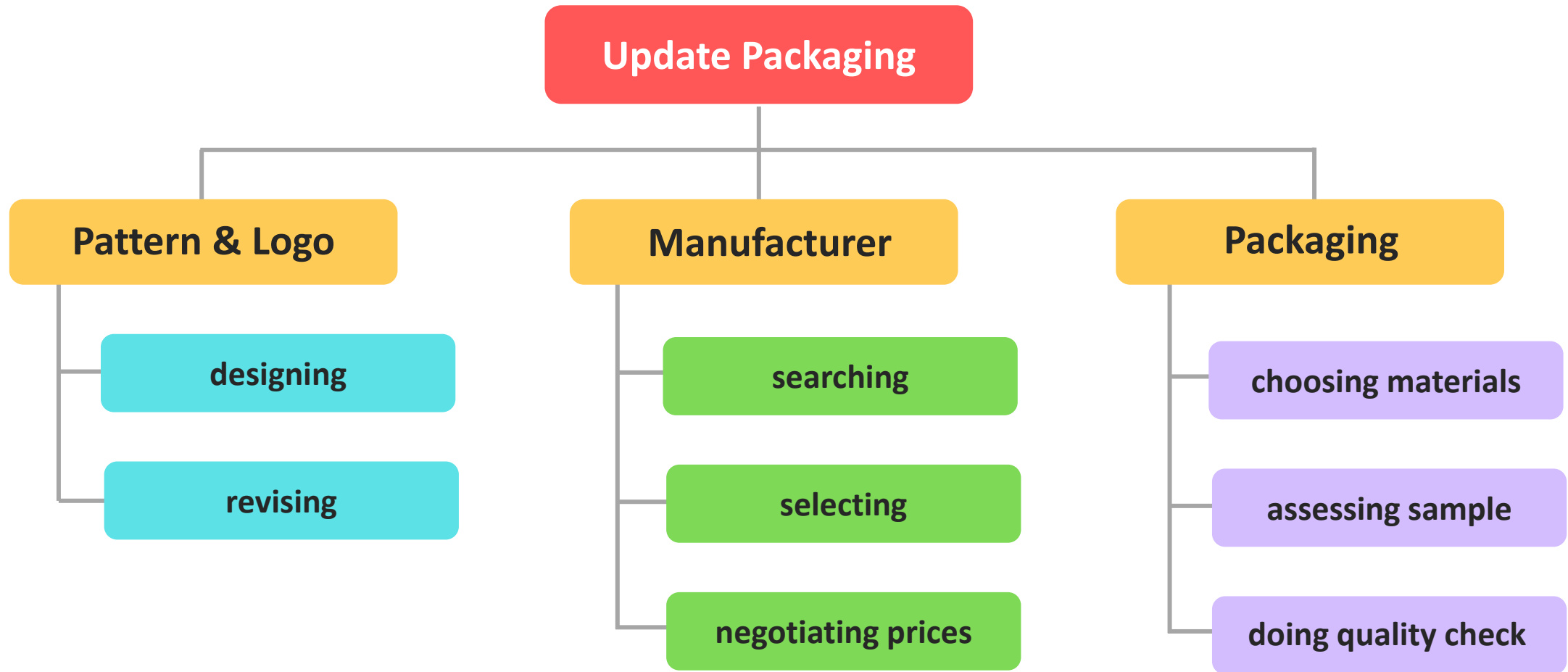
example WBS for a short-term project

⸭ Gantt Chart

A **Gantt Chart** helps you assess how long a project should take, determine the resources needed, and plan the order in which you'll complete tasks.

Tasks	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
1. Designing: Pattern & Logo	▨					
2. Revising & Finalizing the Designs		▨				
4. Searching Manufacturers		▨	▨			
5. Production				▨	▨	▨
6. Quality Analysis					▨	▨

Sample descriptions:

- The design department will design the pattern and logo in the first week and have another week for further revision to finalize the design.
- The R&D department will commence searching for the optional manufacturers and select the optimal one within two weeks.

Oral Practice

Scenario:

Your team is going to work on a series of videos for a client. Describe the key points based on the Gantt Chart.

Task	Week 1	Week 2	Week 3	Week 4	Week 5
1. Writing the Script	████				
2. Casting		██			
3. Shooting Videos		███████	███████		
4. Recording Voiceovers			███████		
5. Video Editing				███████	
6. Reviews and Revisions					████

Q1: How long will the project last?

Q2: Which task would take the longest time to accomplish?

Q3: How soon will they be editing the videos?

Overview

Keywords and expressions:

nail down/ revision/ commence/ preliminary/
come on stream/ formal contract

The Work Breakdown Structure
Level 1: Project Goal/ Name
Level 2: Major Tasks/ Deliverables
Level 3: Sub Tasks

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