

A background image showing a business meeting. Two people are seated at a wooden table. One person is holding a pen and looking at a laptop screen displaying charts and graphs. The other person is holding a pen and looking at a notepad. A coffee cup is on the table. The image is overlaid with a teal and dark blue geometric design.

NEW BUSINESS ENGLISH 6

Lesson 47

Track Work Progress



LEARNING GOALS

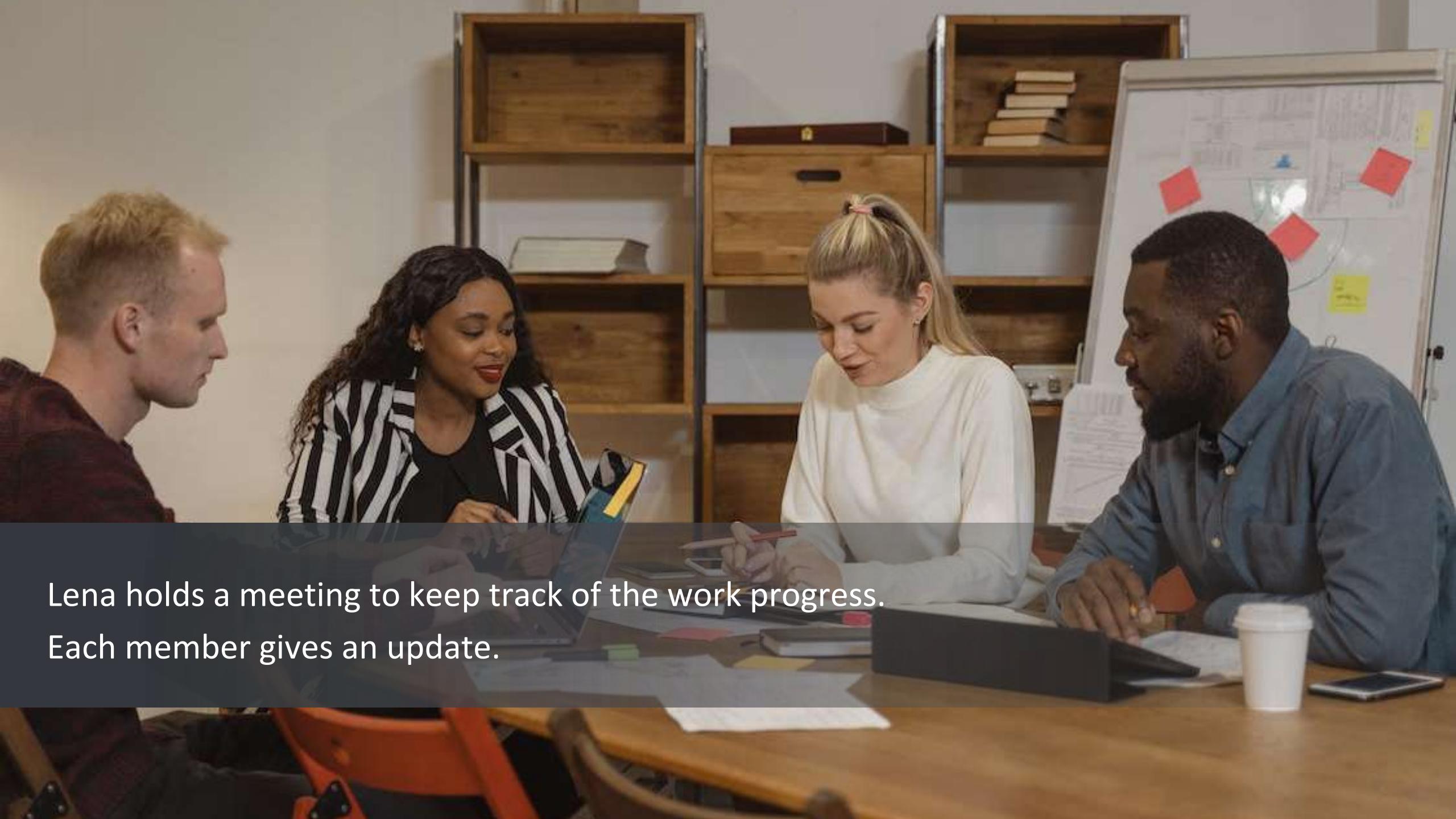
- ◆ Schedule Deviation
- ◆ Factors to Consider When Analyzing Reasons



Warm-up

- ◆ How do you track progress at work?
- ◆ How would you track progress effectively?





Lena holds a meeting to keep track of the work progress.
Each member gives an update.

Situational Dialogue

Listen to the audio.

Lena:

Let's have a brief meeting for updates. Is everyone on track with their tasks?

Ashley:

We've finished the **draft design** as scheduled. And we are going to modify it next week.

Lena:

Good job! How about you, Barry? Are there any impediments?

Barry:

We are on the 5th day of the production. The production fees intended for 10 days amount to \$100,000. Regrettably, the project has only **expended** \$25,000 of the total budget which should have been \$50,000. That means we are 50% behind where we should be.

Lena:

It's going to be a big challenge for us as we are required to complete the project in 5 days. Barry, could you ask for help to strengthen our **workforce**?

Barry:

Sure. I will ask for more additional **manpower** later.

Dylan:

Regarding the **project management plan**, I will submit the revised one soon.

Role-play

Do a role play and answer the questions.

Lena: Let's have a brief meeting for updates. Is everyone on track with their tasks?

Ashley: We've finished the draft design as scheduled. And we are going to modify it next week.

Lena: Good job! How about you, Barry? Are there any impediments?

Barry: We are on the 5th day of the production. The production fees intended for 10 days amount to \$100,000. Regrettably, the project has only expended \$25,000 of the total budget which should have been \$50,000. That means we are 50% behind where we should be.

Lena: It's going to be a big challenge for us as we are required to complete the project in 5 days. Barry, could you ask for help to strengthen our workforce?

Barry: Sure. I will ask for more additional manpower later.

Dylan: Regarding the project management plan, I will submit the revised one soon.

⌘ Schedule Deviation

Schedule Deviation is the absolute value of the difference between the actual schedule and the planned schedule.

Schedule Variance indicates how much ahead or behind schedule the project is. It measures whether a project is on track.
It allows project managers to bring data into the conversation.

⚙️ How to Calculate Schedule Deviation

FORMULA:

$$\text{BCWP} - \text{BCWS} = \text{SV}$$
$$\text{SV} \div \text{BCWS} = \text{SD}$$

ACRONYM:

BCWP = Budgeted Cost of Work Performed

BCWS = Budgeted Cost of Work Scheduled

SV = Schedule Variance

SD = Schedule Deviation

GIVEN:

BCWP = \$25,000

BCWS = \$50,000

SAMPLE CALCULATION:

$\$25,000 - \$50,000 = -\$25,000$

$-\$25,000 \div \$50,000 = -.5 \text{ or } -50\%$

Schedule Deviation = -50%

⚙️ How to Express Work Progress

AHEAD

- Our project is 20% **ahead of schedule**.
- This project is 40% **earlier than required**.
- We have finished the project **in advance**.

ON TIME

- This project is just **on time**.
- Glad to say that we are 100% **on track**.
- We are just **on schedule**. Don't worry!

BEHIND

- Our project is 20% **delayed**.
- We are 50% **behind** where we should be.
- Right now, we are 70% **overdue**.

Factors to Consider When Analyzing Reasons



Delays

The project manager needs to discover what areas and tasks have suffered delays badly.



Productivity Problems

The project manager needs to know why some tasks have failed – weak links, conditions and risks, and ineffective project resources.

Impacts

The project manager needs to know how severe the deviation is and how it will grow up into further project delays.



Resolution

The project manager needs to come up with a solution to minimize the overall impact of delays on the project schedule.



Oral Practice

Scenario:

You are facilitating a meeting with your team members to keep track of their progress. Ask a team member to give an update and determine the progress of the project. Use the learned formula in calculating schedule variance and deviation.

CALCULATION:

$$\$4,000 - \$5,000 = \text{-\$1,000}$$

$$\text{-\$1,000} \div \$5,000 = \text{-.02 or -20\%}$$

$$\text{Schedule Deviation} = \text{-20\%}$$

⋮ Keywords used in calculating Schedule Deviation:

- *BCWP = Budgeted Cost of Work Performed*
- *BCWS = Budgeted Cost of Work Scheduled*
- *SV = Schedule Variance*
- *SD = Schedule Deviation*

⋮ Key expressions to express work progress:

- *AHEAD = ahead of schedule; earlier than required*
- *ON TIME = on time; on track; on schedule*
- *BEHIND = delayed; behind; overdue*

Overview

Keywords and expressions:

draft design/ expended/ workforce/ manpower/ project management plan

How to Calculate Schedule Deviation

$$BCWP - BCWS = SV$$

$$SV \div BCWS = SD$$

How to Express Work Progress

- *AHEAD = ahead of schedule; earlier than required*
- *ON TIME = on time; on track; on schedule*
- *BEHIND = delayed; behind; overdue*

Factors to Consider When Analyzing Reasons

- *Delays*
- *Productivity Problems*
- *Impacts*
- *Resolution*

