Coordinating Schedules to Meet Project Deadlines

Part 1: Roleplay Dialogue

Characters:

- **Liam** – Civil Engineer

- **Emma** – Project Manager

Liam: Emma, I wanted to check in on the **project scheduling** for the bridge construction. Are we on track to meet our deadlines?

Emma: We're close, but some tasks are slightly behind. I updated the **Gantt chart** to reflect the latest progress.

Liam: Let's review it together. If we need adjustments, we can reassign tasks to improve **resource allocation**.

Emma: That's a good idea. Some teams are ahead of schedule, so we could redistribute work to balance the workload.

Liam: Agreed. We should also break down remaining tasks using a **work breakdown structure (WBS)** to ensure efficiency.

Emma: Absolutely. A detailed **WBS** will help us track smaller tasks and prevent delays.

Liam: And for **deadline optimization**, do you think we need to add extra shifts or adjust delivery schedules?

Emma: Possibly. If we prioritize critical tasks now, we can avoid last-minute delays later.

Liam: Let's finalize these adjustments and present them to the team tomorrow.

Emma: Sounds great. I'll prepare an updated timeline, and we'll make sure everyone is aligned.

Part 2: Comprehension Questions

1. Why did Emma update the Gantt chart?

   - (A) To add new team members

   - (B) To reflect the latest project progress

   - (C) To remove unnecessary tasks

   - (D) To delay the project completion date

2. How does Liam suggest improving resource allocation?

   - (A) By hiring more workers

   - (B) By redistributing tasks among teams

   - (C) By delaying project deadlines

   - (D) By reducing the project budget

3. What is the purpose of the work breakdown structure (WBS)?

   - (A) To assign project costs

   - (B) To design the final blueprint

   - (C) To break down tasks for better tracking

   - (D) To reduce material expenses

4. What is one way Emma suggests optimizing deadlines?

   - (A) Increasing the project scope

   - (B) Reducing the number of workers

   - (C) Removing quality control steps

   - (D) Prioritizing critical tasks early to prevent delays

Part 3: Vocabulary List

- **Project scheduling (**プロジェクトスケジューリング**)** – The process of planning project tasks and deadlines.

- **Gantt chart (**ガントチャート**)** – A visual timeline that shows the schedule of tasks in a project.

- **Resource allocation (**リソース配分**)** – Assigning people, time, and materials efficiently.

- **Work breakdown structure (WBS) (**作業分解構成**)** – A hierarchical breakdown of tasks to improve tracking and management.

- **Deadline optimization (**締切最適化**)** – Strategies to ensure deadlines are met without delays.

Part 4: Answer Key

1. Why did Emma update the **Gantt chart**?
   ✅ (B) To reflect the latest project progress

2. How does Liam suggest improving **resource allocation**?
   ✅ (B) By redistributing tasks among teams

3. What is the purpose of the **work breakdown structure (WBS)**?
   ✅ (C) To break down tasks for better tracking

4. What is one way Emma suggests optimizing deadlines?
   ✅ (D) Prioritizing critical tasks early to prevent delays