

The background of the slide is a photograph of a business meeting. Several people are seated around a wooden table, looking at documents and a laptop. A coffee cup is on the table. A large teal semi-transparent shape is overlaid on the left side of the image, containing the main title text. In the bottom right corner, there is a dark blue semi-transparent shape containing the lesson title and topic.

# NEW BUSINESS ENGLISH 6

## Lesson 47

### Track Work Progress



# LEARNING GOALS

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



# Warm-up

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





A group of four people are seated around a wooden table in a meeting. From left to right: a man with short blonde hair in a dark sweater, a woman with long dark curly hair in a black and white striped blazer, a woman with blonde hair in a ponytail wearing a white sweater, and a man with a beard in a blue button-down shirt. They are all looking at a laptop or papers on the table. In the background, there are wooden shelves with books and a whiteboard with diagrams and sticky notes. A white coffee cup and a smartphone are on the table.

**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 5<sup>th</sup> 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 5<sup>th</sup> 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 ÷ \$50,000 = -.5 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:

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

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

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

### ∴ 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*

