



KEY TERMS

- **Deadline**
The final date to complete a task.
- **Task**
A small job or activity within a project.
- **Goal**
The result you want to achieve.
- **Plan**
A detailed outline of how to complete a project.
- **Schedule**
A list of tasks with dates and times.
- **Resources**
Materials, people, or money needed for a project.
- **Budget**
The amount of money available for a project.
- **Risk**
A possible problem that may affect the project.
- **Stakeholder**
A person involved in or affected by the project.

ACTIONS

- **Manage**
To control and organise work.
- **Assign**
To give tasks to team members.
- **Organise**
To plan and arrange work properly.
- **Monitor**
To check progress regularly.
- **Prioritise**
To decide which tasks are most important.
- **Collaborate**
To work together with others.
- **Delegate**
To give a job or responsibility to someone in a lower position instead of doing it yourself.
- **Complete**
To finish a task or project.
- **Deliver**
To provide a finished product or result.