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https://www.100test.com/kao_ti2020/645/2021_2022__E5_A4_96_E9_94_80_E5_91_98_E5_c28_645578.htm 为项目出谋划策 项目管理是一门科学理论，西方企业运用这一理论来解决问题、指导新产品或服务投放市场，也用来指导人员的最佳化配置。项目管理小组通常由以下人员组成：具有合乎项目需要的专业技术人员和能为公司带来最大效率的员工。在这段对话中，一个高优先级项目的小组负责人Ben Mathews正在与各个部门领导交谈，为项目出谋划策。 Ben： Good morning, everyone. Sorry about the short notice, but the CEO just informed me that the board has accepted the project for expansion to the East coast as we defined it, but they want it done in four months, which is one month shorter than the timeframe we proposed. Im getting the milestones revised right now, but based on the requirements, I need to know whos available for the project team. Jenny, lets start with you. We need an experienced reporting analyst.各位早晨好，首先对仓促通知各位表示抱歉，但CEO刚刚告知我董事会已经通过了我们定义的那个东海岸扩张项目，不过他们希望在4个月之内完成，这就比我们所预计的进度提前了一个月。我正在修改项目中的重要事项，但是根据该项目的要求，我需要知道谁能参加项目。 Jenny，就从你开始吧，我们需要一个资深的报告分析师。 Jenny： Ken Greens our best bet for this type of project.对这种项目来说Ken Green是我们最优秀的分析师了。 Ben： When can he start？ 他什么时候可以开始？ Jenny： Ill offload some of his current responsibilities, so he can start almost

right away.我会减少他现在的工作量，那么他差不多可以立刻开始了。 Ben : Fine. How about you, Nigel ? Who can look after the office space ? According to the template, well need 12,000 sq. ft. in the downtown core.好的，那你呢，Nigel ? 谁能负责办公地点？根据样本，我们在市中心需要一个12000平方英尺的地方。 Nigel : Uh, let me see..... Jake Williams could start in a few days. He has numerous contacts on the East coast.嗯，让我想想... ..Jake Williams可以在几天内开始，他在东海岸有广泛的关系。 Ben : OK. Wanda, we need a materials specialist to purchase office equipment and supplies, get rental cars, etc. Who can handle that for us ? 好的。Wanda，我们需要一个物资专家来采购办公设备和用品以及租车。谁能负责这个？ Wanda : Sherry Atchisons my choice. Shes an expert at getting quality material and staying under budget. Sherry Atchison吧。她擅长采购高品质的材料，同时又不会超出预算。 Ben : Ill go along with that. Last but not least, Lyle, since were under tighter time restraints, Ill need someone to assist me with workflow management. Whats your recommendation ? 就这么办。最后还有一个重要的事，Lyle，由于时间紧迫，我需要一个人协助我做工作流程管理，你认为谁合适？ Lyle : Julie Stevens can help you there, and the timings just right. Shes just finishing another major task. Julie Stevens可以。而且时间也刚刚好，她刚完成了一项重要工作。 Ben : Alright, everythings settled. Ill talk to HR about staffing tomorrow. Im setting the project execution start for Monday. Lets go for it ! 好的，一切都妥了，我明天会跟人力资源部谈有关的人员安排。我会把项目安排在星期一开始实施。开始行动吧。欢迎进

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