PROJECT MANAGEMENT LESSON PLANNING

Student: Karla Aracely Romero

Classes per week: 3

Position: Coppel Data Scientist

Level: B1

Curriculum: B1 Project Management Curriculum

Current topic: 1-8

Decompress:

Here's the template: Needs analysis/Decompress template

Notes on Client (Changes on new curriculum, suggestions, needs another curriculum, etc.):

Remember to notify your leader when decompress is completed, or contact directly with Jaime via Slack

Week 1 - Professional profile

Aims: To adequately describe your job position, the responsibilities it involves as well as properly introduce each member of your team.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS	
Date/teacher: October 20th, Alejandro				
Lesson 1: Introduce yourself & describe your position	 Grammar: Present tense / Sentence structure with conjunctions Vocabulary: Action verbs necessary for the position 	Clients introduce themselves and describe their job	What is project management? (video)	
Comments/ Suggestions for no	ext lesson:			
Date/teacher: October	27th Edean			

Date/teacher: October 27th, Edgar

Lesson 2: Go over activities & responsibilities • Grammar: Gerunds (for activities & verbs that take gerunds) • Vocabulary: work activities and responsibilities	 Clients talk about work activities and responsibilities 	Linkedin profiles
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Comments/ Suggestions for next lesson:

Date/teacher: Nov 5th Jared / 3 nov 2025 Karen

10/29 Eka (Off curr)

Lesson 3: Introduce your team members	Grammar: Present Simple and ContinuousVocabulary: Adjectives	Clients are able to introduce others and describe their responsibilities	https://pitchavatar.com/how -to-properly-introduce-your-t eam/
	ext lesson: 10/29 I planned the g. We reviewed describing her o		
Week 2 - Your company Aims: To present a timeline	of your company as well as it	s position within the industr	у.
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: Nov 11th	h Jared		
Lesson 4: Describe the evolution of your company	 Grammar: Past continuous vs past simple/ timelines Vocabulary: company history, time markers for the past 	Client presents the timeline of their company	Ex Apple timeline
Comments/ Suggestions for ne	ext lesson:		
Date/teacher: Nov 10th Jata	red		
Lesson 5: Connect actions inside the company	 Grammar: Connectors (emphasize, addition, contrast,) Vocabulary: organizational structure 	Client describes the organizational structure of their company and how it is connected	Connectors Types of organizational structures
Comments/ Suggestions for ne	ext lesson:		
Date/teacher:			
Lesson 6: Explain the relation with suppliers & clients	 Grammar: Modal verbs (possibilities & requests) Vocabulary:work relationships 	Clients talks about the relationships at work	Modal verbs exercises
Comments/ Suggestions for ne	ext lesson:		
Week 3 - Current projects Aims: To thoroughly describ	e present, past and future pr	ojects as well as their creatic	on process.
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 7: Explain the process when you start a project	 Grammar: Modals/Connection words (cause & effects) Vocabulary: projects 	Client discussed and describes a process of starting a project	Six questions to ask before starting a big project.
Comments/ Suggestions for ne	ext lesson:		
Date/teacher:			

Lesson 8: Describe your current project	 Grammar: Sequencers, Present Perfect Vocabulary: adjectives, projects 	Client describes and details current projects	Good project managers vs bad managers
Comments/ Suggestions for ne	ext lesson:		
Date/teacher:			
Lesson 9: Describe past & future projects	 Grammar: Past Simple vs Present Perfect/ Future tense Vocabulary: adjectives, projects 	Client details past and future projects	How to Write a Project Plan [PROJECT PLANNING STEPS THAT WORK]
Comments/ Suggestions for ne	ext lesson:		
Week 4 - Organizational ch Aims: To describe in an acco	art urate form the positions with	in a company as well as their	roles.
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 10: Explain the hierarchy of your company - Who works where?	Conditionals (0 & 1st)Vocabulary: jobs and tasks	Client details the hierarchy and structure of their company	Create organizational chart
Comments/ Suggestions for ne	ext lesson:		,
Date/teacher:			
Lesson 11: Explain who is responsible for what or in charge of	 Grammar: verb + Prepositions/ gerunds and infinitives Vocabulary: departments 	Client details the departments in their company and their duties	Draw the setup of your company
Comments/ Suggestions for ne	ext lesson:		,
Date/teacher:			
Lesson 12: Compare different company structures	 Grammar: Comparatives & superlatives Vocabulary: company structure 	Client compares different company structures (Alcanza vs Coppel) - what are the pros and cons?	Difference between startups and SMEs
Comments/ Suggestions for ne	ext lesson:		
Week 5 - Meetings Aims: To be able to manage	e all aspects related to a busir	ess meeting.	
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			

	 Grammar: Polite language (request & phrases)/ Preposition of time Skill: More complex question formation Vocabulary: meetings 	Client is able to schedule and reschedule appointments, discuss availability	 Meeting vocabulary Quiz meeting vocabulary
Comments/ Suggestions for no	ext lesson:		
Date/teacher:			
Lesson 14: Preparing a meeting	 Grammar: Phrasal verbs Vocabulary: wants and needs 	Client explains how they set up their meetings (wants & needs)	Article your meetings stink & what to do about it.
Comments/ Suggestions for ne	ext lesson:		
Date/teacher:			
Lesson 15: Having a meeting	 Grammar: Discourse markers / WH question forms Skill: participating in a meeting Vocabulary: meetings 	Client role plays participating in a meeting	 Questions to ask in a meeting The most critical types of project management
Comments/ Suggestions for ne	ext lesson:		
	ne! needs of a new position within	n the company as well as sele	ct the proper candidate for
it.		, , ,	ct the proper candidate for
Date/teacher:			ct the proper candidate for
	Grammar: passive voice, Royal order of adjectives Skills: writing Vocabulary: skills hard and soft	Client details and describes a job vacancy	Job Description Vocabulary Job Description Template
Date/teacher: Lesson 16: Minimum vs preferred qualities (write a	Royal order of adjectivesSkills: writingVocabulary: skills hard and soft	Client details and	Job Description Vocabulary Job Description
Date/teacher: Lesson 16: Minimum vs preferred qualities (write a vacancy)	Royal order of adjectivesSkills: writingVocabulary: skills hard and soft	Client details and	Job Description Vocabulary Job Description
Date/teacher: Lesson 16: Minimum vs preferred qualities (write a vacancy) Comments/ Suggestions for ne	Royal order of adjectivesSkills: writingVocabulary: skills hard and soft	Client details and	Job Description Vocabulary Job Description
Date/teacher: Lesson 16: Minimum vs preferred qualities (write a vacancy) Comments/ Suggestions for ne	Royal order of adjectives Skills: writing Vocabulary: skills hard and soft ext lesson: Grammar: questions in passive Vocabulary: job vacancy	Client details and describes a job vacancy Client asks and answers questions for a job	Job Description Vocabulary Job Description Template Inclusive Language
Date/teacher: Lesson 16: Minimum vs preferred qualities (write a vacancy) Comments/ Suggestions for no Date/teacher: Lesson 17: Job interview	Royal order of adjectives Skills: writing Vocabulary: skills hard and soft ext lesson: Grammar: questions in passive Vocabulary: job vacancy	Client details and describes a job vacancy Client asks and answers questions for a job	Job Description Vocabulary Job Description Template Inclusive Language
Date/teacher: Lesson 16: Minimum vs preferred qualities (write a vacancy) Comments/ Suggestions for ne Date/teacher: Lesson 17: Job interview Comments/ Suggestions for ne	Royal order of adjectives Skills: writing Vocabulary: skills hard and soft ext lesson: Grammar: questions in passive Vocabulary: job vacancy	Client details and describes a job vacancy Client asks and answers questions for a job	Job Description Vocabulary Job Description Template Inclusive Language

Week 7 Projects 2.0 - Into the deep Aims: To fully evaluate the risks and benefits of a new project.				
TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS	
Date/teacher:				
Lesson 19: Managing time	Grammar: Second Conditional / prepositions of time Vocabulary: time management	Clients discusses their time management and deadlines	Ouiz vocab time management Time management tips	
Comments/ Suggestions for ne	ext lesson:			
Date/teacher:				
Lesson 20: Scopes and capabilities	Grammar: Tenses review (all)Vocabulary: intensifiers	Client reflects on their scope and capabilities	Avoid this time management mistakes	
Comments/ Suggestions for ne	ext lesson:			
Date/teacher:				
Lesson 21: Risk and Result	Grammar: will vs would/ conditionals review Vocabulary: predictions	 Client is able to discuss how to calculate cost, outcome and manage risks and results 	How to prioritize your company's projects	
Comments/ Suggestions for ne	ext lesson:			
Topic 8 - Evaluation - Formal				
Date/teacher:				
Lesson 22: Evaluation prep	Content from week 1-3	Explain who is involved in your current project		
Comments/ Suggestions for ne	ext lesson:			
Date/teacher:				
Lesson 23: Evaluation prep	Content from week 4-5	Explain the problems & solutions from your previous projects		
Comments/ Suggestions for next lesson:				
Date/teacher:				
Lesson 24: Evaluation prep	Content from week 6-7	Explain the KPIs of your project		
Comments/ Suggestions for next lesson:				
Lesson 25: Final eval				
	Client's o	comments about evalu	ation/next curriculum:	

B1+ Intermediate Business