

Project Management Glossary

Term	Definition
Assumption	A factor in the planning process that is considered to be true, real or certain without proof or demonstration.
Benchmark	A set of standards for your organization that is used as a point of reference for evaluating the level of quality.
Best Practices	Methods that have consistently shown results superior to those achieved by other means; used as a benchmark.
Budget	The approved estimate for the project.
Cause and Effect Diagram	A quality tool that shows the relationship between all factors (causes) that lead to a given situation (effect).
Change	A modification to any of the approved requirements, which could impact the deliverable.
Change Log	A comprehensive list of all changes submitted during the project process, the decision to include/exclude those changes, and their status.
Change Management	The process by which the Project Manager/Lead will ascertain the ways in which the project deliverable will impact the stakeholders and determine the steps that must be taken to reduce or mitigate that impact.
Change Request	A formal proposal to modify an element of the approved project, such as the deliverable or baseline requirements.
Charter	A document that formally authorizes the existence of a project and provides critical information including scope, milestones, high-level potential risks, and assumptions. Usually completed by the Project Manager/Lead with the help of the Project Sponsor.
Closing Process	The process of finalizing all the activities for the project, phase, or contract.
Constraint	A limiting factor that affects the execution of a project or process.
Critical Path	The sequence of activities that represents the longest path through a project based on the tasks, duration of those tasks, and resources required.
Communication Plan	Document outlining all the activities that must occur to effectively communicate project information to stakeholders, including what needs to be communicated, to whom, when, and by what method.
Execution Phase	The phase of the project lifecycle following the Planning Phase during which all the work required to deliver the objectives of the project takes place.
Human Resource Plan	Identification of the skills needed by the project team members and the ways those resources will be identified, trained, and managed as part of the project.
Initiation Phase	The kick-off stage of the project during which the project is defined based on discussion with the Project Sponsor, objectives are set, and a Project Charter is completed and approved.
Issue	A condition or situation that may have an impact on the project objectives.
Implementation Plan	Document that outlines the process identified for the initiative delivery including specifying who will be involved, how will the end product be introduced to the staff

	and clients, whether deployment will be staggered, how any issues that arise will be addressed, and the alignment with success criteria.
Lessons Learned	Exercise that identifies the knowledge gained during a project, including how project events were addressed, or should be addressed in the future for the purposes of improving the process and future performance.
Measure	A mechanism that can be used to provide a meaningful report on the progress of the project work and, ultimately, the deliverable, such as the number of new products or services or the percentage or number of hours completed.
Milestone	A significant juncture or event in a project.
Monitoring Phase	The phase of the project lifecycle during which the Project Manager/Lead tracks project progress to ensure that there are no challenges or issues will impede the project deliverable.
Planning Phase	The phase of the project lifecycle that immediately follows the Initiation Phase or the Kick-Off during which the Project Manager/Lead works with the project team to plan all elements of the project, including identifying key stakeholders, communication needs, risks, and the work that is required to deliver on the project.
Process Map	A graphical artifact that depicts the structure of a process, illustrates the flow of related work, and reveals the way the process resembles a system.
Project	A temporary endeavor with a beginning and an end that delivers a unique product, service, or result.
Project Management	The application of knowledge, skills, tools, and techniques to project activities to meet the project requirements.
Quality	A measure of excellence or a state of being free from defects, deficiencies, or significant variations.
Quality Management	The activities required to ensure that the quality measures identified for the project during the Planning Phase are being met throughout the project.
Requirement	A condition or capability that is necessary to be present in a product, service or result to satisfy the business need or stakeholder need.
Risk	An uncertain event or condition that, if it occurs, has a positive or negative effect on one or more project objectives.
Scope	The work performed to deliver a product, service or result with the specified features and functions.
SMART	Criteria used for goal setting: Specific, Measurable, Achievable, Relevant, and Time-Bound.
Sponsor	A person or group who provides resources and support for the project and is accountable for enabling success.
Stakeholder	An individual, group or organization that may affect, be affected by, or perceive itself to be affected by a decision, activity, or outcome of a project.
Success Criteria	Measure of a project's success as defined by the Project Sponsor based in part on stakeholder input.
Time Management	All activities require to sequence, estimate, and schedule the work efforts associated with the project deliverable.
Work Breakdown Structure (WBS)	A tool for dividing the scope of the project into smaller, more manageable chunks for execution, tracking, and monitoring purposes.