

Project Management Terms

Project: A temporary endeavor undertaken to accomplish a unique purpose. They are: unique, temporary, require resources, have a sponsor, and involve uncertainty.

Triple Constraint: Every project is constrained in different ways by its scope, time and cost goals.

[For the purposes of this class, scope includes project quality and cost includes all resources including human and technological. Time will refer to the schedule.]

Scope: All the work involved in creating the products of the project and the processes used to create them.

Project Scope Management: includes the processes involved in defining and controlling what is and is not in the project. It ensures that the project team and stakeholders have the same understanding of what products will be produced as a result of the project and what processes will be used in producing them.

Phases: It is good practice to divide projects into several phases. Some general phases include concept, development, implementation, and close-out.

Stakeholders: People involved in or affected by project activities and include the project sponsor, project team, support staff, customers, users, suppliers, and even opponents of the project

Project Management Institute (PMI): An international professional society for project managers

Management Reviews, Phase Exits or Kill Points: A project must successfully pass through each of the project phases in order to continue to the next. A management review should occur after each phase to evaluate progress, likely success, and continued compatibility with goals. These management reviews are very important for keeping projects on track and determining if they should be continued, redirected, or terminated.

Work Breakdown Structure (WBS): An outcome-oriented document that defines the total scope of the project.

[For this class, the WBS is a list of the tasks that need to be completed, along with deadlines and the people who will complete them, in order to complete the project.]

Change Control System: A formal, documented process that describes when and how official project documents may be changed. It also describes the people authorized to make changes, the paperwork required, and any tracking systems the project will use.

Change Control Board: A formal group of people responsible for approving or rejecting changes on a project