

Project Management Terms

- **Communication Plan** - A project communication plan is a tool that facilitates effective communication on a project with your client, team, and other stakeholders. It sets clear guidelines for how information will be shared, as well as who's responsible for and needs to be looped in on each project communication.
- **Cost Management** - Cost management is concerned with the process of planning and controlling the budget of a project or business. It includes activities such as planning, estimating, budgeting, financing, funding, managing, and controlling costs so that the project can be completed within the approved budget.
- **Critical Path** - The critical path is the longest sequence of activities in a project plan which must be completed on time for the project to complete on due date. An activity on the critical path **cannot** be started until its predecessor activity is complete; if it is delayed for a day, the entire project will be delayed for a day unless the activity following the delayed activity is completed a day earlier.
- **Deliverable** - A deliverable is a tangible or intangible good or service produced as a result of a project that is intended to be delivered to a customer.
- **Gantt Chart** - A Gantt chart is a type of bar chart that illustrates a project schedule. Most common software used is Microsoft Project but others include Smartsheet, Wrike, and Asana to name a few.
- **Integration management** - is the coordination of all elements of a project. This includes coordinating tasks, resources, stakeholders, and any other project elements, in addition to managing conflicts between different aspects of a project, making trade-offs between competing requests and evaluating resources.
- **Key Performance Indicators (KPI)** – a measurable item which has value and is used to demonstrate how a company is achieving the business objectives; Typically the budget, timeline, quality, effectiveness
- **Milestone** - a task of zero duration that shows an important achievement in a project. The milestones should represent a clear sequence of events that incrementally build up until your project is complete, typically milestones are the items identified as the critical path
- **Post Mortem (or Lessons Learned)** - the process, usually performed at the conclusion of a project, to determine and analyze elements of the project that were successful or unsuccessful.
- **Procurement** - process used to acquire goods and services, but what distinguishes project procurement from other forms of procurement are the series of procurement activities carried out during the execution of a project, some interdependent and some not.
- **Product Charter** - also known as a business case, project definition or project statement, is a brief document indicating the scope, objectives, and participants in a project.
- **Project Management Body of Knowledge (PMBOK)** - set of standard terminology and guidelines for project management. The body of knowledge evolves over time and is presented in A Guide to the Project Management Body of Knowledge, a book whose sixth edition was released in 2017

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- **Project Triangle** - The Project Management Triangle is a model of the constraints of project management. While its origins are unclear, it has been used since at least the 1950s. It contends that: The quality of work is constrained by the project's budget, deadlines and scope.
- **Project Vision** - A Project Vision Statement is an idealistic view of the desired outcomes to be produced for the business after successful project completion. It is a vivid description of what the business will be like to inspire the project beneficiaries to initiate the project
- **Quality** - can be defined as a product or service that has the ability to perform satisfactorily and is suitable for its intended purpose.
- **Requirements** - are conditions or tasks that must be completed to ensure the success or completion of the project. They provide a clear picture of the work that needs to be done. They're meant to align the project's resources with the objectives of the organization.
- **Risk Management** - is the process of identifying, analyzing and then responding to any risk that arises over the life cycle of a project to help the project remain on track and meet its goal.
- **Scope** - project planning process that determines and documents what are the project goals, deliverables, tasks, costs and deadlines. This way you begin to define the boundaries of your project and figure out what responsibilities you will task your team with, and the process by which that work will be verified and approved.
- **Scope Creep (or requirement creep, or kitchen sink syndrome)** - in project management refers to changes, continuous or uncontrolled growth in a project's scope, at any point after the project begins. This can occur when the scope of a project is not properly defined, documented, or controlled.
- **Stakeholders** - Stakeholders can affect or be affected by the organization's actions, objectives and policies.
- **Strengths, Weaknesses, Opportunities and Threats (SWOT)** - SWOT analysis is a strategic planning technique used to help a person or organization identify strengths, weaknesses, opportunities, and threats related to business competition or project planning.
- **Timeline** - a chronological order of events. In most cases, it is a line with dates, events or actions. It is very important for project managers to develop skills to build an accurate timeline. It shows what phases are already in the past, what is in the progress now and what is supposed to be finished in future.
- **Work Breakdown Structure (WBS)** - A work-breakdown structure in project management and systems engineering, is a deliverable-oriented breakdown of a project into smaller components. A work breakdown structure is a key project deliverable that organizes the team's work into manageable sections.

Scrum Terms

- **Artifacts** - the Product Backlog, Sprint Backlog, Product Increment, and the definition of Done
- **Blocker** - is anything that stops the delivery of the product. Without the elimination of the blocker, the Team cannot advance at all. Clearly, eliminating blockers is more important than resolving impediments
- **Increment** - the sum of all the Product Backlog items completed during a Sprint and the value of the Increments of all previous Sprints.
- **Iteration** - is the generic agile term for a single development cycle. It is a common term used in the Iterative and Incremental Development (IID) processes... Sprint is Scrum specific, hence Sprint is an iteration but not all forms of Iterations are Sprints.
- **Minimum Viable Product (MVP)** - is a development technique in which a new product or website is developed with sufficient features to satisfy early adopters. The final, complete set of features is only designed and developed after considering feedback from the product's initial users.
- **Product Backlog** - is simply a list of all things that needs to be done within the project. It replaces the traditional requirements specification artifacts. These items can have a technical nature or can be user-centric
- Refinement
- **Spike** - is a story that cannot be estimated until a development team runs a time-boxed investigation. The output of a spike is an estimate for the original story.
- **Sprint Backlog** - a list of tasks identified by the Scrum team to be completed during the Scrum sprint
- **Time-Box** - is a defined period of time during which a task must be accomplished. Maximum of 4 weeks
- **User Story** - is an informal, natural language description of one or more features of a software system. User stories are often written from the perspective of an end user or user of a system.