

Project Management Glossary

Project management is the discipline of planning, organizing and managing resources to bring about the successful completion of specific project goals and objectives. The Project Management Institute (PMI) defines project management as, "The application of knowledge, skills, tools, and techniques to project activities in order to meet or exceed stakeholder needs and expectations."

Term	Definition	Additional Reference Sources
Business Case	A document recording the justification for starting a project. It describes the benefits, costs and impact, plus a calculation of the financial case.	
Business Process	A set of activities and tasks that, once completed, will accomplish an organizational goal	http://www.appian.com/about-bpm/definition-of-a-business-process/
Change Control	The practice of identifying, documenting, approving and carrying out changes within a project.	
Change Log	A document that is used by the project team to log and track change requests throughout the life of the project	http://www.projectmanagementdocs.com/project-documents/change-log.html
Change Management	A structured approach for ensuring that changes are thoroughly and smoothly implemented, and that the lasting benefits of change are achieved.	http://www.mindtools.com/pages/article/newPPM_87.htm
Change Request Form	The primary project management tool used for requesting any changes to a specific project and is one piece of the change management process	
Communication Plan	A plan that defines what information needs to be communicated, who will it be communicated to, how the information needs to be disseminated, how often it will be communicated, and who on the project team will be responsible for delivering the information.	http://smallbusiness.chron.com/5-steps-project-communications-plan-project-management-18757.html
Critical Path	The longest duration path through the task list of the project plan	
Issue	Problems, gaps, inconsistencies, or conflicts	
Issue log	A tool for reporting and communicating what's happening with the project; contains a list of ongoing and closed issues	http://www.mindtools.com/pages/article/newPPM_69.htm
Process	A series of actions or steps taken in order to achieve a particular end product/service.	
Program	Group of related projects and program activities that are managed in a coordinated way to maintain benefits	
Program Management	The application of knowledge, skills, and techniques to meet the program requirements and to maintain benefits and control not available by managing projects individually.	
Project	A temporary group activity designed to produce a unique product, service or result.	
Project Charter	A concise statement of scope, objectives, and participants of a project and provides everyone involved the purpose and objectives of the project. It serves as a reference of authority for management of the project.	
Project Dashboard/Reporting	Transform information into intelligence by using graphs, investment maps, charts, color coding and timelines for understanding and decision making based on project data. Monitors resource usage, project progress and finances.	
Project Plan	A formal document designed to guide the control and execution of a project. A project plan is the key to a successful project and is the most important document that needs to be created when starting any project.	
Project Portfolio	A collection of programs, projects, or operations managed as a group to achieve strategic objectives. The portfolio components may not necessarily be interdependent or have related objectives.	
RACI (Responsible, Accountable, Consulted or Informed)	A RACI chart is a matrix chart that identifies the role and authority with respect to completing the tasks within a project	
Risk	Refers to the combined likelihood the event(good/bad) will occur and the impact on the project if the event does occur.	

Risk Management	A subset of project management that includes risk identification, risk quantification, risk response development and risk response control used to identify, analyze and respond to project risks.	
Risk Management Plan	A document that the team prepares to foresee risks, estimate impacts, and define responses to the issues	
Risk Register	A risk management tool commonly used in Project Management and organizational risk assessments	
Resources	Everything needed to complete the project, typically people and money	
Scope	The overall definition of what the project should achieve and a specific description of what the result should be. A major ingredient of scope is the quality of the final product.	
Scope Statement	The Scope Statement is a written confirmation of the results the project is expected to produce and the constraints and assumptions under which the project will be executed. Project Scope helps determine key start and end dates, major assumptions behind the plan, and key constraints and restrictions.	
Test Plan	Describes the approach to all development, unit, integration, system, qualification and acceptance testing needed to complete a project properly	
Work Breakdown Structure	Deliverable oriented decomposition of a project into smaller components.	
Work Package	A work package is defined as the effort required to produce a deliverable within a project. This effort may be a single task or it could be several related tasks. When all of the individual work packages within a larger project are completed, the overall project is done.	https://www.project-management-prepcast.com/index.php/freetry-it/free-pmp-tips/pmp-exam-tips/307-pmp-exam-tip-the-work-package-explained