



# PROJECT MANAGEMENT GLOSSARY

1. **Acceptance Criteria:** Specific conditions or standards that must be met for a deliverable to be accepted by the customer or stakeholders.


2. **Agile:** An iterative and flexible approach to project management, emphasizing collaboration, adaptability, and continuous improvement.


3. **Agile Manifesto:** A set of principles for Agile software development, emphasizing individuals and interactions, working software, customer collaboration, and responding to change.

4. **Baseline:** A set of approved project documents that serve as a reference point for measuring performance and controlling changes.

5. **Burn-down Chart:** A visual representation of work remaining in an Agile project, showing the amount of work completed over time.

6. **Burndown Rate:** A measure of the rate at which work is completed in an Agile project, calculated by comparing the amount of work remaining to the amount of work completed.





**7. Change Control Board (CCB):** A group responsible for reviewing and approving or rejecting changes to project scope, schedule, or budget.

**8. Change Management:** The process of managing changes to project scope, schedule, and budget, ensuring that they are properly controlled and documented.

**9. Communication Plan:** A plan that outlines how project information will be communicated to stakeholders, including frequency, channels, and key messages.

**10. Cost Management:** The process of estimating, budgeting, and controlling project costs throughout the project lifecycle.

**11. Critical Path:** The longest sequence of dependent tasks that must be completed on time for the project to finish as scheduled.

**12. Cycle Time:** The total time required to complete one unit of production, from start to finish, including processing time and any delays or wait times.

**13. Daily Standup:** A short, daily meeting in Agile projects where team members discuss their progress, plans, and any obstacles.

**14. Deliverable:** A tangible or intangible product, service, or result produced by a project.





**15. Earned Value Management (EVM):** A project management technique for measuring project performance by comparing planned work with actual work completed.

**16. Gantt Chart:** A visual representation of project tasks and their timelines, typically displayed as bars on a timeline.

**17. Gemba:** A Japanese term for the place where work is done, emphasizing the importance of observing processes and problems firsthand to understand root causes.


**18. Issue Log:** A document that records and tracks project issues, including their status, impact, and resolution.


**19. Jidoka:** A Japanese term for automation with a human touch, combining automation with human judgment and intervention to ensure quality and efficiency.

**20. Kaizen:** A Japanese term for continuous improvement, emphasizing small, incremental changes to processes and systems over time.

**21. Kanban:** A visual management system that helps teams manage work in progress and optimize workflow.

**22. Milestone:** A significant event or achievement within the project, often used to monitor progress.





**23. Project:** A temporary endeavor with a defined beginning and end, undertaken to create a unique product, service, or result.

**24. Project Charter:** A formal document that authorizes the existence of a project and provides the project manager with authority to apply organizational resources to project activities.

**25. Project Closure:** The formal process of concluding all project activities, documenting lessons learned, and releasing project resources.

**6. Project Manager:** The individual responsible for leading and managing the project, including planning, execution, and monitoring.

**27. Project Plan:** A comprehensive document that outlines the project scope, objectives, schedule, resources, and other key aspects.

**28. Project Portfolio Management (PPM):** The centralized management of one or more project portfolios to achieve strategic objectives.

**29. Quality Management:** The process of ensuring that project deliverables meet the specified quality standards and requirements.

**30. Requirements:** The documented needs and expectations that must be met by the project deliverables.





**31. Resource Allocation:** Assigning resources to project tasks based on availability, skills, and priorities.

**32. Retrospective:** A meeting held at the end of each sprint in Agile projects to reflect on what went well, what could be improved, and how to adapt in the next iteration.

**33. Risk Management:** The process of identifying, assessing, and mitigating risks that could impact the project's success.


**34. Risk Register:** A document that identifies, assesses, and tracks project risks, along with planned responses and mitigation strategies.


**35. Scrum:** A framework within the Agile methodology that divides work into short iterations called sprints, with regular meetings and reviews.

**36. Scope:** The boundaries and deliverables of the project, including what is included and excluded.

**37. Stakeholder:** Any person or group who has an interest or involvement in the project, such as clients, team members, or sponsors.

**38. Stakeholder Analysis:** The process of identifying stakeholders, assessing their interests and influence, and developing strategies for managing their engagement.





**39. Stakeholder Management:** The process of identifying stakeholders, understanding their needs and expectations, and managing their engagement throughout the project.

**40. Sprint Planning:** A meeting held at the beginning of each sprint in Agile projects to select and prioritize work for the upcoming iteration.

**41. Sprint Review:** A meeting held at the end of each sprint in Agile projects to demonstrate completed work to stakeholders and gather feedback.

**42. Time Management:** The process of planning and controlling the use of time to complete project activities efficiently and effectively.

**43. Velocity:** A measure of the amount of work completed by an Agile team in a given iteration, used for planning future sprints.

**44. Waterfall:** A sequential project management methodology where tasks are completed in linear order, with one phase following the next.

**45. Work Breakdown Structure (WBS):** A hierarchical breakdown of project deliverables into smaller, more manageable components.