



The Project Management Game – how brilliant are you?

Glossary of Project Management Tasks

Change Management – the conducting and supervising of the acceptance and awareness of the differences that the project brings to the business

Cost Management – the conducting and supervising of the project budget and all supplemental costs incurred

Define Responsibilities – roles and responsibilities are defined for each team member and communicated to the rest of the team. A RACI (Responsible, Accountable, Consulted, Informed) diagram is often used.

Define Strategies and Measures – the definition of strategies for dealing with stakeholders of the project and measures to be taken against risks associated with the project

Final Project Report - the last version of the documentation of the project

Kickoff Meeting – the startup of the project used to familiarize the team with one another, communicate and ensure the nature of the project as well as devised execution, and to get feedback and commitment from team members

Lessons Learned – is the knowledge gained from the process of performing the project

Milestone Planning – the specification of major accomplishments to be achieved throughout the project in accordance with a certain deadline

Post Cost Analysis – the costs of the project are inspected and used for estimations in future, similar projects

Preliminary Budget Estimations – the first calculations of the total estimated cost of the project with detailed cost incurrence estimations

Preliminary Targets – a continuation of the definition of the project scope through interim goals

Project Charter – a document that describes the project at a high level of detail and is used to authorize the project manager to begin work

Quality Management – the conducting and supervising of the quality of the deliverables of the project

Resource Allocation – the strategic allotment of project resources i.e. budget, personnel to the work packages and other project efforts

Resource Management – the controlling and supervising of the project resources to ensure the plan

Risk Analysis – the definition and assessment of the risks involved in the project

Risk Management – the avoidance of unnecessary risk through guidance and defined measures

Scheduling – the time needed to fulfill or execute a work package is planned according to the period of the project

Scheduling Management – the controlling and supervising of the time planning to ensure that the plan stays on track

Stakeholder Analysis – the assessment of the people with interest or involvement in the project on a plane of interest and influence

Work Breakdown Structure – the WBS is a deliverables-oriented hierarchy of project elements that defines the project