Information Technology: Initiate and Plan 2

A	Key Vocab
Dependent	Can only be started once another task is completed
Serial tasks	Dependent asks which must be performed one after the other
Parallel tasks	Independent tasks which can be performed at the same time
Dummy activity	Activity in a PERT diagram which takes no time, but connects a dependent task
Milestone	An activity which takes no time and marks significant events
Contingency	Planned time for if things do not go according to plan
Risk mitigation	Systematic planning to reduce risks
Node	An idea in a mind map
Sub-node	A node which is linked to another node which is closer to the central node
Link	Connection between nodes, denoting a connection of ideas

C	Software Used	
1	**DTP**	Desktop Publishing. eg MS Publisher,
2	**Project management software**	eg MS Project
3	**Spreadsheet**	eg MS Excel, Google Sheets
4	**Word processor**	eg MS Word, Google Docs

B SMART Objectives	Example	Non-example
S Specific	Learn 7x tables	Get better at tables
M Measurable	Get 80% in test	Do well in test
A Achievable	Beat my PB	Set world record
R Relevant	Learn C=πD	Learn π to 100dp
T Time-based	…by 21/11/29	…as soon as possible

D	Planning Tools	
1	**Gantt**	Horizontal bar chart used as a production control tool
2	**PERT**	Program Evaluation Review Technique. A graphic illustration of a project, showing dependencies
3	**Critical Path**	The sequence of stages determining the minimum time needed for a project
4	**Visualisation diagram**	A sketch of a the final product, with annotations about how it will be used
5	**Flow chart**	A diagram showing the sequence of events (or workflow) in a process
6	**Mind map**	A diagram representing ideas relevant to an issue. Ideas are represented in nodes and sub-nodes, with links between them
7	**Task list**	A list of tasks to be completed