

Modul 1.6 Englisch

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Project Management: Vocabulary

word	definition	example
project administrator = project manager (PM)	the person who manages a project	A project manager needs to begin by setting clear objectives.
project sponsor	The project sponsor is the person responsible for the overall success of the project	We need more financing from our project sponsor
team members	Persons who participate in a team	We are the team members of project Uzumaki
stakeholder	Anyone who has an interest in a project	We can't disappoint the stake holders
facilitator	A facilitator is a person who helps a group of people to work together better, understand their common objectives, and plan how to achieve these objectives.	Our facilitator is crucial in our team retrospective meetings
scope	The overall definition of what the project is supposed to accomplish	The scope of our project is to provide an easy ERP system
deliverables	A final product ready to be delivered	The client needs to receive the deliverables
specifications / specs	detailed description of deliverables	The specs of the software include a cross platform solution with cloud connection
kickoff meeting	First meeting with the client and the team	Our kickoff meeting is at 9:00 AM monday
handover	Handover is handing over the deliverables	The handover will happen in this afternoon

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output	Phyiscal end product of a process	The output of this task is an Interface to the database
stage / phase	A specific time period assigned for one element of a project	The Beta phase will take 2 months to complete
timeline	The planned time process of a project	The timeline was estimated to go into next quarter
milestones	Specific Progress points which are a neccessary part to complete a project	We won't reach our milestone this sprint
task; task board	A Unit of work needed for progress A visualization of all tasks of the project	This task needs to be done by two of our members and that has to be documented in our task board.
due date	A target date where a process has to be completed.	Due date is the seventieth of march this year
deadline	the very last date you have to deliver or turn something in.	The deadline will cause us to work more hours this week
status	The amount of progress of a process towards its end goal	. Our team administrator requests status updates daily
schedule	a plan that gives a list of events or tasks and the times at which each one should happen or be done	the schedule requires us to complete the first phase by january first
timeframe	a period of time in which a project or one phase of a project is meant to be completed	the timeframe for our early Release Release is between March and May

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critical path	The sequence of processes that have no buffer time in between	On this plan you can visualize the critical path
Gantt chart	A diagram of the phases of the project, visualized in horizontal bars	We use a gantt chart to visualize the scope of our project
Burndown charts	A graphical representation of work left to do vs time	This burndown chart helps us plan the next sprint
PERT chart	a graphical representation of a project's timeline that displays all of the individual tasks necessary to complete the project	We use PERT charts in the early phases of the project
Work breakdown structure (WBS)	A tree-like structure of tasks that need to be performed to complete a project.	Creating a WBS might help us identify the major cost items for this project
framework	A project management framework defines a project's charter, scope and purpose by specifying and delineating the processes, steps and actions needed to execute the project from initiation to delivery.	Project management framework gives greater control to project managers to administer, monitor and execute projects successfully
risk mitigation	Strategies to minimize potential problems that could cause trouble for a project.	Contingency funds were set aside by the project team for risk mitigation
SWOT analysis	A strategic planning technique used to assess strengths, weaknesses, opportunities, and threats related to business competition or project planning.	The SWOT analysis enabled us to clearly see our weak and strong points.
feasibility study	An analysis that considers all of a project's relevant factors to ascertain the likelihood of completing it successfully.	The result of this feasibility study will provide the essential information for the implementation of the project.
project life cycle	The steps required for project managers to successfully manage a project from start to finish.	In line with the nature of SMEs, the project life cycle is a short one.
dependencies	The relationship between project activities that determines when a dependent activity may begin.	Many project tasks cannot be started until the relevant dependencies are completed first.

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baseline	The costs and schedules that are agreed at the start of a project and which provide a basis to evaluate performance.	The first step is establishing priorities and creating the baseline for assessing the progress and evaluating the impact of our work.
budget	A plan that shows how much money is expected to be spent and earned for a particular project.	The project went over budget because of a miscalculation at the planning stage.
constraint	Limitations on a project which can be financial or based on time.	The team completed the project despite financial constraints.
resources	Elements needed for a project to successfully meet its objectives.	We will need to allocate additional resources to the project if we want to finish it on time.
to estimate; an estimate / an estimation	To calculate or guess the value, size or amount of something.	The value of the deal is estimated at 12 million dollar.
to allocate	To decide that an amount of money, time or other resources should be used for a certain purpose.	Du Pont has allocated funds to build two new factories in Asia.
contingency	A planned allocation of resources that are to be used in the event that something unforeseen such as bad weather, affects the completion of a project according to the schedule.	We need to develop plans to deal with any contingencies before starting the project.
change order	A request for a change in a project's scope, deliverables or cost.	It's important to get the client to approve any change orders before allocating more resources.
to sign off on	The formal closure of a project when the client accepts the project results and agrees that all the deliverables have been received.	The stakeholders signed off on the completion of the project last month.