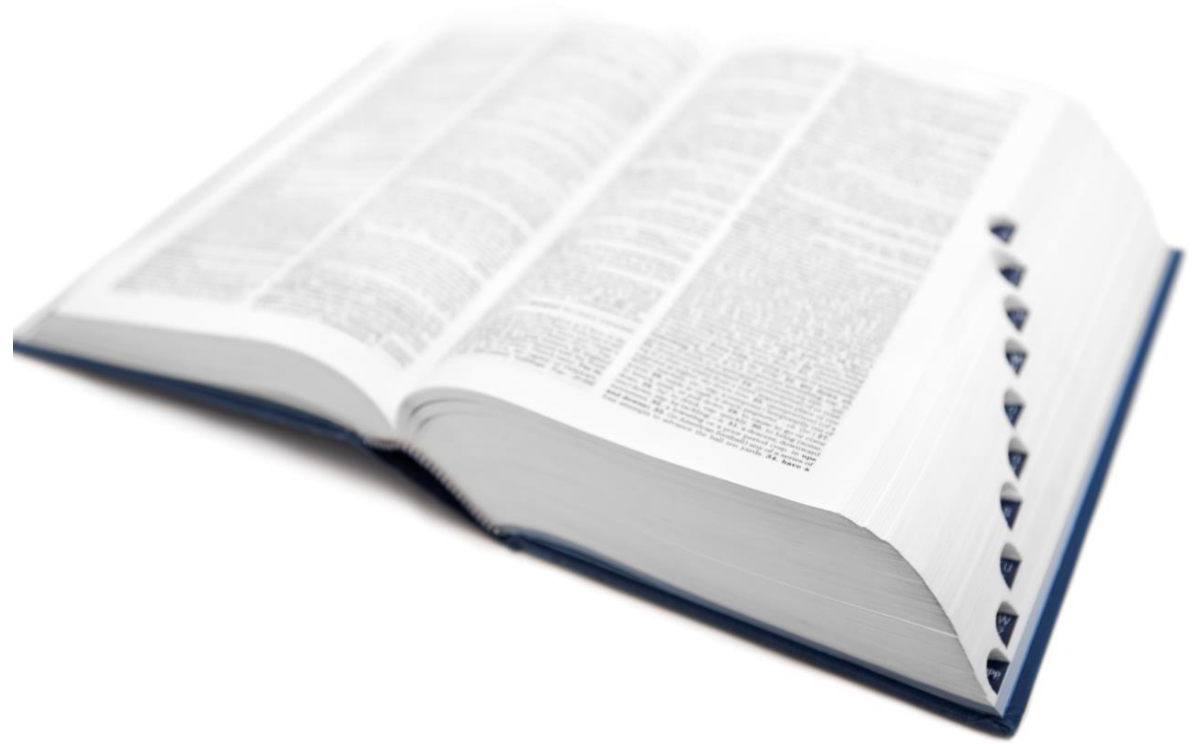


# **VOCABULARY**

## FROM TODAY'S SESSION



# Project Team



## DEFINITION

A set of individuals who support the project manager in performing the work of the project to achieve its objectives.

# Stakeholder



## DEFINITION

An individual, group, or organization that may affect, be affected by, or perceive itself to be affected by a decision, activity, or outcome of a project, programs, or portfolio.

# Stakeholder Register



## DEFINITION

A list of individuals or organizations who are actively involved in the project, whose interests may be negatively or positively affected by the performance or completion of the project and whose needs or expectations need to be considered.

# RACI Chart



## DEFINITION

A common type of responsibility assignment matrix (RAM)

Responsible, Accountable, Consulted, and Informed statuses define the involvement of stakeholders in project activities.

# Resource Management Plan



## DEFINITION

The project document that identifies resources and how to acquire, allocate, monitor, and control them.

# Team Charter



## DEFINITION

A document that enables the team to establish its values, agreements, and practices as it performs its work together.

# Ground Rules



## DEFINITION

As defined in the team charter, clear expectations set, regarding the code of conduct for team members.



# Expert Judgment



## DEFINITION

Judgment based upon expertise in an application area, knowledge area, discipline, industry, etc., as appropriate for the activity being performed. Such expertise may be provided by any group or person with specialized education, knowledge, skill, experience, or training.

# Resource Calendars



## DEFINITION

Identify working days, shifts, and when specific resources are made available to the project.

# Lessons Learned Register



## DEFINITION

A project document used to record knowledge gained during a project so that it can be used in the current project and entered in the lessons learned repository.

# Project Charter



## DEFINITION

A document issued by the project initiator or sponsor that formally authorizes the existence of a project and provides the project manager with the authority to apply organizational resources to project activities.

# Consensus



## DEFINITION

Consensus is a collaborative process to reach a decision that everyone can support.

# Rolling Wave Planning



## DEFINITION

An iterative planning technique in which the work to be accomplished in the near term is planned in detail, while work further in the future is planned at a higher level.

# Progressive Elaboration



## DEFINITION

The iterative process of increasing the level of detail in a project management plan as greater amounts of information and more accurate estimates become available.

# Predictive Life Cycle



## DEFINITION

Determine project scope, time, and cost in the early phases of this life cycle.