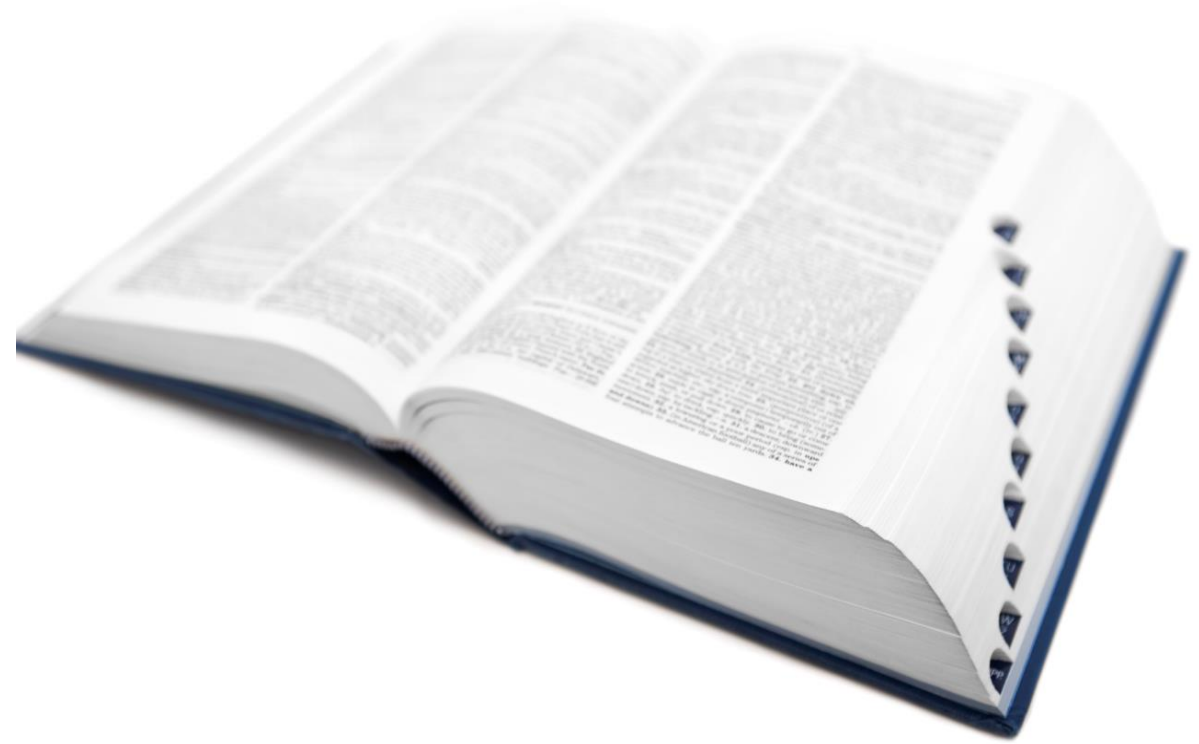


VOCABULARY

FROM TODAY'S SESSION



Scope Management Plan



DEFINITION

A component of the project or program management plan that describes how the scope will be defined, developed, monitored, controlled, and validated.

Project Requirements



DEFINITION

The actions, processes, or other conditions the project needs to meet e.g. milestone dates, contractual obligations, constraints, etc.

Product Requirements



DEFINITION

The agreed-upon conditions or capabilities of a product, service, or outcome that the project is designed to satisfy.

Project Scope



DEFINITION

The work performed to deliver a product, service, or result with the specified features and functions. “Project scope” may include product scope.

Product Scope



DEFINITION

The features and functions that characterize a product, service, or result.

Enterprise Environmental Factors (EEFs)



DEFINITION

Conditions (internal or external) not under the control of the project team, that influence, constrain, or direct the project at organizational, portfolio, program, or project level.

Organizational Process Assets (OPAs)



DEFINITION

Plans, processes, policies, procedures, and knowledge bases specific to and used by the performing organization. These assets influence the management of the project.

Document Analysis



DEFINITION

A technique used to gain project requirements from current documentation evaluation.

Focus Groups



DEFINITION

An elicitation technique that brings together prequalified stakeholders and subject matter experts to learn about their expectations and attitudes about a proposed product, service, or result.

Questionnaires and Surveys



DEFINITION

Written format of questions designed to quickly capture information from many respondents.

Benchmarking



DEFINITION

The comparison of actual or planned products, processes, and practices to those of comparable organizations to identify best practices, generate ideas for improvement, and provide a basis for measuring performance.

Interviews



DEFINITION

A formal or informal approach to elicit information from stakeholders by talking with them directly.

Observations



DEFINITION

A technique used to gain knowledge of a specific job role, task, or function in order to understand and determine project requirements.

Facilitated Workshops



DEFINITION

Organized working sessions led by qualified facilitators to determine project requirements and to get all stakeholders together to agree on project outcomes.

Context Diagrams



DEFINITION

Visual depiction of product scope, showing a business system (process, equipment, computer system, etc.) and how people and other systems interact with it.

Storyboarding



DEFINITION

A prototyping method using visuals or images to illustrate a process or represent a project outcome.

Prototyping



DEFINITION

Assists in the process of obtaining early feedback on requirements by providing a working model of the expected product before building.

Requirements Management Plan



DEFINITION

A component of the project or program management plan that describes how requirements will be analyzed, documented, and managed.

Requirements Traceability Matrix



DEFINITION

Links product requirements from their origin to the deliverables that satisfy them.

Project Scope Statement



DEFINITION

The description of the project scope, major deliverables, assumptions, and constraints.

Product Analysis



DEFINITION

A tool to define scope by asking questions about a product and forming answers to describe the use, characteristics, and other relevant aspects of the product.

Work Breakdown Structure



DEFINITION

A hierarchical decomposition of a project's total scope of work to accomplish project objectives and create the required deliverables.

Code of Accounts



DEFINITION

Numbering system that uniquely identifies each component of the WBS.

WBS Dictionary



DEFINITION

Provides detailed deliverable, activity, and scheduling information about each component in the WBS.

Decomposition



DEFINITION

A technique of dividing and subdividing the project scope and deliverables into smaller, more manageable parts.

Control Account



DEFINITION

A management control point where scope, budget, actual cost, and schedule are integrated and compared to earned value for performance measurement.

Planning Package



DEFINITION

A WBS component below the control account with known work content but without detailed schedule activities.

Work package



DEFINITION

The work defined at the lowest level of the WBS for which cost and duration are estimated and managed.

Scope Baseline



DEFINITION

Approved version of a scope statement, WBS, and its associated WBS dictionary, that can be changed using formal change control procedures and is used as a basis for comparison to actual results.

Schedule Management Plan



DEFINITION

A component of the project or program management plan that establishes the criteria and activities for developing, monitoring, and controlling the schedule.

Project Activity



DEFINITION

A distinct, scheduled portion of work performed during a project.

Milestones



DEFINITION

A significant point or event in a project, program, or portfolio.

Activity Dependency



DEFINITION

A logical relationship that exists between two project activities.

Gantt Chart



DEFINITION

A bar chart of schedule information where activities are listed on the vertical axis, dates are shown on the horizontal axis, and the activity durations are shown as horizontal bars placed according to start and finish dates.

Critical Path Method



DEFINITION

Estimates the minimum project duration and determines the amount of schedule flexibility on the logical network paths within the schedule model.

Critical Path Activity



DEFINITION

Any activity on the critical path in a project schedule.

Cost Baseline



DEFINITION

The cost baseline is the approved version of the time-phased project budget, excluding any management reserves.

Funding Limit Reconciliation



DEFINITION

The process of comparing the planned expenditure of project funds against any limits on the commitment of funds for the project to identify any variances between the funding limits and the planned expenditures.

Quality



DEFINITION

The degree to which a set of inherent characteristics fulfill requirements.

Quality Management Plan



DEFINITION

A component of the project management plan that describes how applicable policies, procedures, and guidelines will be implemented to achieve the quality objectives.

Quality Audit



DEFINITION

A structured, independent process to determine if project activities comply with organizational and project policies, processes, and procedures.