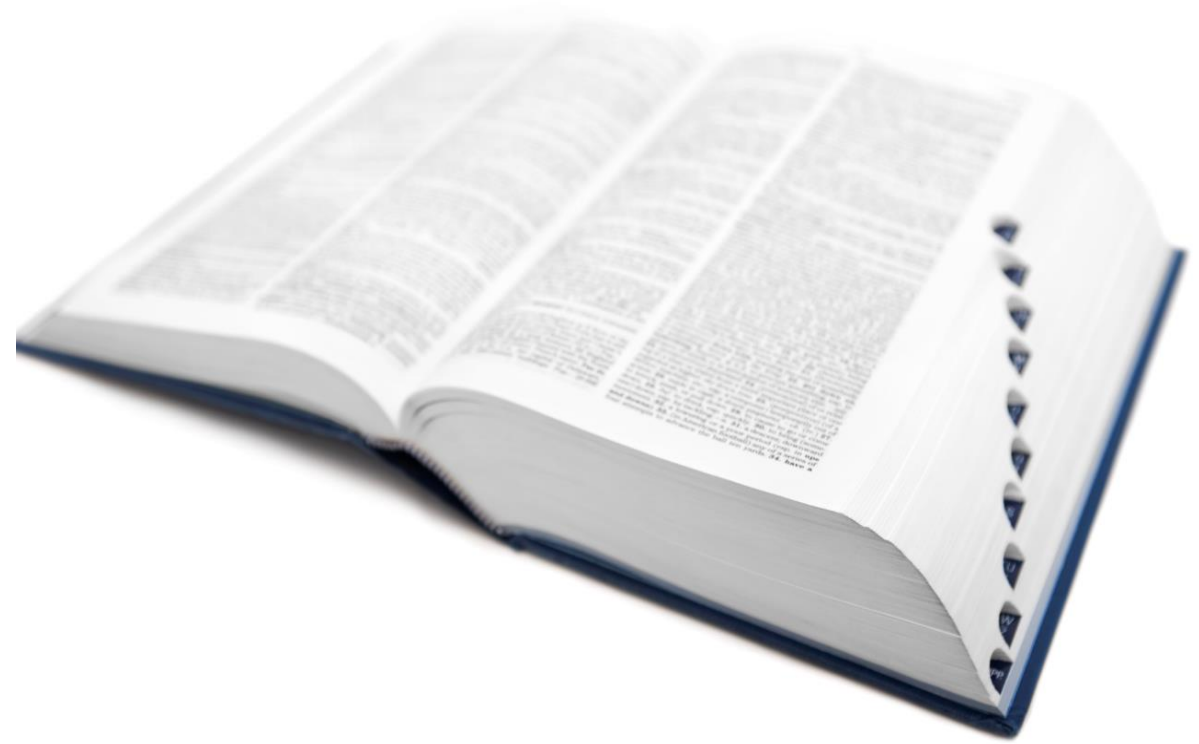


# **VOCABULARY**

## FROM TODAY'S SESSION



# 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.

# 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.