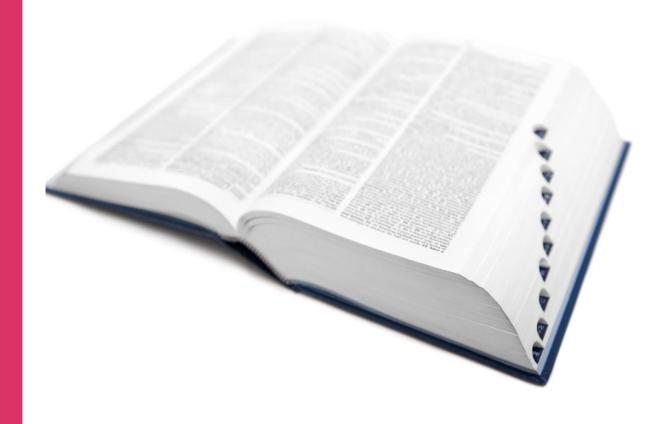**VOCABULARY**
FROM TODAY'S SESSION

Communications Management Plan

DEFINITION

A component of the project, program, or portfolio management plan that describes how, when, and by whom information about the project will be administered and disseminated.

Communication Models

DEFINITION

A description, analogy, or schematic used to represent how the communication process will be performed for the project.

Communication Methods

A systematic procedure, technique, or process used to transfer information among project stakeholders.

Stakeholder Engagement Assessment Matrix

DEFINITION

A matrix that compares current and desired stakeholder engagement levels.

Configuration Management

DEFINITION

A tool used to manage changes to a product or service being produced as well as changes to any project documents.

Configuration Management System

DEFINITION

A collection of procedures used to track project artifacts and monitor and control changes to these artifacts.

Version Control

DEFINITION

A system that records changes to a file in a way that allows you to retrieve previous changes made to it.

Change Control Systems

DEFINITION

A set of procedures that describes how modifications to the project deliverables and documentation are managed and controlled.

Change Control Board (CCB)

DEFINITION

A formally chartered group responsible for reviewing, evaluating, approving, delaying, or rejecting changes to the project, and for recording and communicating such decisions.

Approved Change Requests

DEFINITION

Requests that have been received and approved in accordance with the integrated change control plan and are ready to be scheduled for implementation.

Issues

DEFINITION

A current condition or situation that may have an impact on the project objectives - an action item that the project team must address.

Issue Log

A document where information about issues is recorded and monitored.

Lessons Learned

DEFINITION

The knowledge gained during a project which shows how project events were addressed or should be addressed in the future for the purpose of improving future performance.

Lessons-Learned Register

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

Lessons-Learned Repository

DEFINITION

A store of historical information about lessons learned in projects.

Servant Leadership

DEFINITION

The practice of leading through service to the team, by focusing on understanding and addressing the needs and development of team members in order to enable the highest possible team performance.