

GLOSSARY

Project Management Foundations:

Communication

With Doug Rose

Use these terms and definitions below to understand concepts taught in the course.

Transcript Search: note that you can search for terms directly within the course. To search video text, switch to the *Transcripts* tab, then press Cmd/Ctrl + F on your keyboard to run a search within the active transcript.

Term	Definition
brainstorming meeting	A meeting in which everyone offers creative new ideas and approaches
clear language	Communication that is free of ambiguity, overly complex words, and redundancies
conference meeting	The most common meeting in an office, it usually consists of one presenter and a large audience
cross-functional team	A group of employees from different functional areas working together to deliver a common product
P31 technique	A method of categorizing stakeholders by their power, impact, interest, and influence
SHARKS	S-state the agenda before the meeting, H-hijackers will be there so watch out, A-adding relevant information is the key to a good meeting, R-repeat the agenda at the end of the meeting, K-keep the meeting small and short, S-scheduling should be outside the meeting
stakeholder	Someone who believes the project has an effect on them
stakeholder management plan	A detailed look at how to work with the stakeholders in a project
work group meeting	A meeting designed to solve a specific problem, usually with no more than five people