

ENGINEERING GLOSSARIES

CIVIL – ENVIRONMENTAL ENGINEERING

ACTION LEVEL

A GUIDELINE ESTABLISHED BY ENVIRONMENTAL PROTECTION AGENCIES TO IDENTIFY THE CONCENTRATION OF A SUBSTANCE IN A PARTICULAR MEDIUM (WATER, SOIL, ETC.) THAT MAY PRESENT A HEALTH RISK WHEN EXCEEDED. IF CONTAMINANTS ARE FOUND AT CONCENTRATIONS ABOVE THEIR ACTION LEVELS, MEASURES MUST BE TAKEN TO DECREASE THE CONTAMINATION.

ADVISORY LEVEL

THE LEVEL ABOVE WHICH AN ENVIRONMENTAL PROTECTION AGENCY SUGGESTS IT IS POTENTIALLY HARMFUL TO BE EXPOSED TO A CONTAMINANT, ALTHOUGH NO ACTION IS MANDATED.

BACKFILL

TO REFILL AN EXCAVATED AREA WITH UNCONTAMINATED SOILS; AND THE MATERIAL USED TO REFILL AN EXCAVATED AREA.

BEDROCK

THE CONTINUOUS SOLID ROCK OF THE CONTINENTAL CRUST.

BIOACCUMULATION

THE PROCESS BY WHICH THE CONCENTRATIONS OF SOME TOXIC CHEMICALS GRADUALLY INCREASE IN LIVING TISSUE, SUCH AS IN PLANTS, FISH, OR PEOPLE AS THEY BREATHE CONTAMINATED AIR, DRINK CONTAMINATED WATER, OR EAT CONTAMINATED FOOD.

BIOTRANSFORMATION

TRANSFORMATION OF ONE CHEMICAL TO OTHERS BY POPULATIONS OF MICROORGANISMS IN THE SOIL.

CAP

A LAYER, SUCH AS CLAY OR A SYNTHETIC MATERIAL, USED TO PREVENT RAINWATER FROM PENETRATING THE SOIL AND SPREADING CONTAMINATION.

CONCENTRATION

THE AMOUNT OF ONE SUBSTANCE IN ANOTHER SUBSTANCE.

CONTAINMENT

ENCLOSING OR CONTAINING HAZARDOUS SUBSTANCES IN A STRUCTURE TO PREVENT THE MIGRATION OF CONTAMINANTS INTO THE ENVIRONMENT.

CONTINGENCY PLAN

CONTINGENCY PLAN REFERS TO THE SECOND PLAN IF YOUR PLAN A DOESN'T WORK. IT INCLUDES THE SITUATIONS WHICH MAY OR MAY NOT OCCUR IN FUTURE. CONTINGENCY PLAN PROVIDES SOLUTIONS TO EXCEPTIONAL RISKS. THESE RISKS HAVE DISASTROUS CONCERNS. THUS IT ALSO INCLUDES THE RISKS MANAGEMENT. CONTINGENCY PLANS ARE OFTEN DESIGNED BY OFFICIALS WHO ARE IN BUSINESSES OR GOVERNMENTS. IT IS SOMETIMES REFERRED TO AN ALTERNATIVE ACTION.

COST ESTIMATION

COST ESTIMATION IS ONE OF THE MOST POPULAR PROJECT MANAGEMENT TERMS AMONG PROJECT MANAGERS. COST IS THE FACTOR, WHICH IS THE MOST IMPORTANT FOR ANY BUSINESS. IT CAN IMPACT PROFIT AND TIME DURATION OF THE PROJECT. SO, COST ESTIMATING IS THE KEY METHOD WHICH IS USED TO CALCULATE THE ENTIRE PROJECT COST.

ELECTRIC UTILITY

A COMPANY WHICH GENERATES ELECTRICITY AT POWER STATION

FEASIBILITY STUDY

AN EVALUATION OF THE ALTERNATIVES FOR REMEDIATING ANY IDENTIFIED SOIL OR GROUNDWATER CONTAMINATION.

THE OUTLINE OF AN AREA WITHIN WHICH HAZARDOUS SUBSTANCES ARE SUSPECTED OR KNOWN TO EXIST.

GROUNDWATER

WATER FOUND BENEATH THE EARTH'S SURFACE THAT FILLS PORES BETWEEN SOIL PARTICLES SUCH AS SAND, CLAY,

HAZARDOUS WASTE

WASTE SUBSTANCES WHICH CAN POSE A SUBSTANTIAL OR POTENTIAL HAZARD TO HUMAN HEALTH OR THE ENVIRONMENT WHEN IMPROPERLY MANAGED.

HEALTH AND SAFETY PLAN

A PLAN INCLUDED IN INVESTIGATION OR CLEANUP WORK PLANS WHICH OUTLINES PROTECTIVE MEASURES FOR SITE WORKERS AND THE COMMUNITY DURING INVESTIGATION OR CLEANUP ACTIVITIES.

IMPERMEABLE

UNABLE TO BE PENETRATED, AS BY LIQUIDS. FOR EXAMPLE, AN "IMPERMEABLE MEMBRANE" CAN BE A THIN PLASTIC SHEET THROUGH WHICH RAINWATER CANNOT MOVE.

IN-SITU

REFERS TO REMEDIATION WORK CARRIED OUT WITHOUT MOVING SOIL OR DISPLACING EXISTING STRUCTURES OR BUILDINGS. AN EXAMPLE OF AN IN-SITU REMEDIATION PROCESS IS SOIL VAPOUR EXTRACTION.

IRRITANT

A CHEMICAL THAT CAN CAUSE TEMPORARY IRRITATION AT THE SITE OF CONTACT.

LEAD

A HEAVY METAL PRESENT IN SMALL AMOUNTS EVERYWHERE IN THE HUMAN ENVIRONMENT. LEAD CAN GET INTO THE BODY FROM DRINKING CONTAMINATED WATER, EATING VEGETABLES GROWN IN CONTAMINATED SOIL, OR BREATHING DUST WHEN CHILDREN PLAY OR ADULTS WORK IN LEAD-CONTAMINATED AREAS OR EATING LEAD-BASED PAINT.

MITIGATION

ACTIONS TAKEN TO IMPROVE SITE CONDITIONS BY LIMITING, REDUCING OR CONTROLLING HAZARDS AND CONTAMINATION SOURCES.

MONITORING WELLS

ESPECIALLY-CONSTRUCTED WELLS USED EXCLUSIVELY FOR TESTING WATER QUALITY.

PARTICULATES

FINE LIQUID OR SOLID PARTICLES SUCH AS DUST, SMOKE, MIST, FUMES, OR SMOG, FOUND IN AIR OR EMISSIONS.

PH

A CONVENIENT WAY OF DESCRIBING THE STRENGTH OF AN ACIDIC OR BASIC AQUEOUS SOLUTION. THE VALUES RANGE FROM 0 TO 14, WITH A PH OF 7 CORRESPONDING TO NEUTRAL.

PILOT STUDY

A STUDY OF A POSSIBLE CLEANUP ALTERNATIVE DURING THE FEASIBILITY STUDY FOR A SPECIFIC SITE. IT IS USED TO GATHER DATA NECESSARY FOR THE FINAL SELECTION OF THE CLEANUP METHOD.

POTENTIALLY RESPONSIBLE PARTY (PRP)

AN INDIVIDUAL, COMPANY OR GOVERNMENT BODY IDENTIFIED AS POTENTIALLY LIABLE FOR A RELEASE OF HAZARDOUS SUBSTANCES TO THE ENVIRONMENT.

QUALITY ASSURANCE QUALITY CONTROL (QA)/(QC)

A SYSTEM OF PROCEDURES, CHECKS, AUDITS, AND CORRECTIVE ACTIONS TO ENSURE THAT ENVIRONMENTAL SAMPLING AND TESTING ARE OF THE HIGHEST ACHIEVABLE QUALITY.

REMEDIATION

CLEANUP OF A SITE TO LEVELS DETERMINED TO BE HEALTH-PROTECTIVE FOR ITS INTENDED USE.

RESPONSIBLE PARTY

AN INDIVIDUAL OR CORPORATE ENTITY CONSIDERED LEGALLY LIABLE FOR CONTAMINATION FOUND AT A PROPERTY AND, THEREFORE, RESPONSIBLE FOR CLEANUP OF THE SITE.

RISK ASSESSMENT

A RISK ASSESSMENT LOOKS AT THE CHEMICALS DETECTED AT A SITE, THE FREQUENCY AND CONCENTRATION OF DETECTED CHEMICALS, THE TOXICITY OF THE CHEMICALS, HOW PEOPLE CAN BE EXPOSED, AND FOR HOW LONG. ROUTES OF EXPOSURE TO PEOPLE ARE GENERALLY THROUGH INGESTION, SUCH AS EATING, CONTACT WITH THE SKIN, OR INHALATION.

RISK MANAGEMENT

IN EVERY PROJECT, YOU CAN HAVE SOME RISKS. TO REDUCE RISKS, THERE ARE FEW METHODS WHERE YOU CAN MANAGE RISKS. ALSO YOU CAN WRITE DOWN THE POTENTIAL RISKS OCCURRED IN THE PROJECT AND THROUGH THE MANAGEMENT TOOLS, YOU CAN REDUCE THEM EASILY. RISK MANAGEMENT IS WORTH TO BE INCLUDED IN THE LIST OF TOP PROJECT MANAGEMENT TERMS.

RISK MITIGATION

AT THE BEGINNING OF THE PROJECT, IT IS IMPORTANT TO KNOW THE RISK THAT SURROUNDS THE PROJECT BECAUSE YOU CAN CHANGE YOUR PLAN OR CAN CHOOSE SOME OTHER OPTION TO AVOID THE RISK OCCURRENCE. RISK MITIGATION IS THAT PROJECT MANAGEMENT TERM WHICH IDENTIFIES THE RISK. IT IS A RISK REACTION DEVISING TECHNIQUE ASSOCIATED WITH MENACE TO THE PROJECT. IF RISKS ARE NOT IDENTIFIED THEN IT CAN CAUSE A FAILED PROJECT BY TAKING SO MUCH TIME AS YOU ARE NOT PREPARED FOR THAT.

SAMPLING

SMALL AMOUNTS OF AIR, WATER, OR SOIL ARE OBTAINED AND TESTED TO DETERMINE THE LEVELS OF DIFFERENT HAZARDOUS CHEMICALS CONTAINED IN THEM.

SITE MITIGATION PROCESS

THE REGULATORY AND TECHNICAL PROCESS BY WHICH HAZARDOUS WASTE SITES ARE IDENTIFIED AND INVESTIGATED, AND CLEANUP ALTERNATIVES ARE DEVELOPED, ANALYZED, DECIDED UPON AND APPLIED.

SOIL GAS SURVEY

SOIL GAS OR (SOIL VAPOR) IS AIR EXISTING IN VOID SPACES IN THE SOIL BETWEEN THE GROUNDWATER AND THE GROUND SURFACE. THESE GASES MAY INCLUDE VAPOR OF HAZARDOUS CHEMICALS AS WELL AS AIR AND WATER VAPOR.

SOLIDIFICATION

MIXING ADDITIVES, SUCH AS FLY ASH OR CEMENT, WITH SOIL CONTAINING HAZARDOUS CHEMICALS, ESPECIALLY METALS, TO MAKE IT MORE STABLE.

STABILIZATION

CHANGING ACTIVE ORGANIC MATTER IN SLUDGE INTO INERT, HARMLESS MATERIAL. THE TERM ALSO REFERS TO PHYSICAL ACTIVITIES SUCH AS COMPACTING AND CAPPING AT SITES THAT LIMITS THE FURTHER SPREAD OF CONTAMINATION WITHOUT ACTUAL REDUCTION OF TOXICITY.

STRESS

THE FORCE EXERTED ON AN OBJECT

SURGE TANKS

A TANK USED TO ABSORB IRREGULARITIES IN FLOW OF LIQUIDS, INCLUDING LIQUID WASTE MATERIALS, SO THAT THE FLOW OUT OF THE TANK IS CONSTANT.

TECHNICAL FEASIBILITY

THE CAPACITY OF IDEAS, PROJECTS TO BE REALIZED

TOXICITY

ABILITY TO HARM HUMAN HEALTH OR ENVIRONMENT, SUCH AS INJURY, DEATH OR CANCER.

VISCOSITY

A MEASURE OF THE EASE WITH WHICH A LIQUID CAN BE POURED OR STIRRED. THE HIGHER THE VISCOSITY, THE LESS EASILY A LIQUID POURS.

VOLATILE

DESCRIBES SUBSTANCES THAT READILY EVAPORATE AT NORMAL TEMPERATURES AND PRESSURES.

WORK PLAN

THE SITE WORK PLAN DESCRIBES THE TECHNICAL ACTIVITIES TO BE CONDUCTED DURING THE VARIOUS PHASES OF A REMEDIATION PROJECT.



UNIVERSITÀ TELEMATICA
INTERNAZIONALE UNINETTUNO

INFORMATION AND COMMUNICATION TECHNOLOGY ENGINEERING

ADSL

ASYMMETRIC DIGITAL SUBSCRIBER LINE (ADSL) IS A TYPE OF DIGITAL SUBSCRIBER LINE (DSL) BROADBAND TECHNOLOGY THAT IS USED TO CONNECT TO THE INTERNET. IT USES STANDARD TELEPHONE LINES TO DELIVER HIGH-SPEED DATA COMMUNICATIONS

AGILE

AGILE IS AN APPROACH PARTICULARLY USED FOR PRODUCT AND PROJECT MANAGEMENT. SPRINTS ARE USED IN TERMS OF SHORT BURSTS OF WORK TYPICALLY IN AN ITERATIVE WAY TO DELIVER SOFTWARE PROJECTS. AGILE WAS INITIALLY DEVELOPED FOR ENGINEERING AND INFORMATION TECHNOLOGY PROJECTS. BUT WITH THE CONTINUOUS INNOVATION, MARKETING INDUSTRY IS ALSO CURRENTLY USING IT SUCCESSFULLY.

ANALOGUE

ANALOGUE IS A CONVENTIONAL METHOD OF TRANSMITTING DATA. STANDARD LANDLINE TELEPHONES USE ANALOGUE TECHNOLOGY. IT IS DISTINCT FROM DIGITAL TECHNOLOGY, WHICH PROVIDES FOR GREATER QUALITY AND SPEED OF DATA TRANSMISSION.

ASSISTIVE TECHNOLOGY

ASSISTIVE TECHNOLOGY REFERS TO ANY SOFTWARE OR HARDWARE THAT ACTS TO ASSIST AND IMPROVE THE FUNCTIONAL CAPABILITIES OF PEOPLE WITH DISABILITIES.

BACK-END

BACK-END REFERS TO THE PART OF AN APPLICATION THAT PERFORMS AN ESSENTIAL TASK NOT APPARENT TO THE USER.

BACKWARD COMPATIBLE

IF SOFTWARE IS BACKWARD COMPATIBLE, IT IS COMPATIBLE WITH EARLIER (SUPERSEDED) VERSIONS OF THE SAME SOFTWARE. FOR EXAMPLE, THE MICROSOFT WORD-PROCESSING PROGRAM WORD 2010 CAN READ FILES CREATED IN THE 2003 VERSION OF THE SAME PROGRAM, SO IT IS BACKWARD COMPATIBLE.

BROADBAND

BROADBAND IS A TYPE OF COMMUNICATIONS TECHNOLOGY WHEREBY A SINGLE WIRE

CAN CARRY MORE THAN ONE TYPE OF SIGNAL AT ONCE; FOR EXAMPLE, AUDIO AND VIDEO. CABLE TV IS ONE TECHNOLOGY THAT USES BROADBAND DATA TRANSMISSION.

BUFFERING. A METHOD OF ADAPTING TO ENVIRONMENTAL FLUCTUATIONS THAT INVOLVES STOCKPILING EITHER INPUTS INTO OR OUTPUTS FROM A PRODUCTION OR SERVICE PROCESS.

BUILDINGS IN A CITY, OR SEVERAL CITIES.

CAN REFER TO A GROUP OF LANS CONNECTED BY DEDICATED LONG-DISTANCE LINKS.

CACHE

WHEN YOU DOWNLOAD (READ) A WEB PAGE, THE DATA IS "CACHED," MEANING IT IS TEMPORARILY STORED ON YOUR COMPUTER. THE NEXT TIME YOU WANT THAT PAGE, INSTEAD OF REQUESTING THE FILE FROM THE WEB SERVER, YOUR WEB BROWSER JUST ACCESSES IT FROM THE CACHE, SO THE PAGE LOADS QUICKLY. THE DOWNSIDE TO THIS IS THAT IF THE CACHED WEB PAGE IS OFTEN UPDATED,

CLOUD COMPUTING

CLOUD COMPUTING REFERS TO THE STORING AND ACCESSING OF DATA AND PROGRAMS OVER THE INTERNET INSTEAD OF ON ANOTHER TYPE OF HARD DRIVE. EXAMPLES OF CLOUD SERVICES INCLUDE ICLOUD, GOOGLE CLOUD AND DROPBOX.

CONTENT

CONTENT REFERS TO A WEBSITE'S TEXT AND INFORMATION, AS OPPOSED TO ITS DESIGN AND STRUCTURE.

COOKIE

A PIECE OF CODE OR DATA CREATED BY A WEB SERVER AND STORED ON A USER'S COMPUTER. IT IS USED TO KEEP TRACK OF THE USER'S USAGE PATTERNS AND PREFERENCES.

CYBERCRIME

CYBERCRIME IS ANY TYPE OF ILLEGAL ACTIVITY THAT IS UNDERTAKEN (OR RELIES HEAVILY) ON A COMPUTER. THERE ARE THOUSANDS OF TYPES OF CYBERCRIME, INCLUDING NETWORK INTRUSIONS, IDENTITY THEFT AND THE SPREADING OF COMPUTER VIRUSES.

CYBERSECURITY

CYBERSECURITY REFERS TO MEASURES DESIGNED TO PROTECT YOUR COMPUTER, DEVICE OR NETWORK FROM CYBERCRIME. THIS INVOLVES PREVENTING UNINTENDED AND UNAUTHORISED ACCESS, CHANGE AND DAMAGE.

DEVICE DRIVER

A DEVICE DRIVER IS A SMALL PROGRAM THAT ALLOWS A PERIPHERAL DEVICE SUCH AS A PRINTER OR SCANNER TO CONNECT TO YOUR PC.

DOMAIN

A DOMAIN IS A SET OF COMPUTERS ON A NETWORK THAT ARE MANAGED AS A UNIT.

ENCRYPTION

ENCRYPTION IS THE PROCESS OF CONVERTING ELECTRONIC DATA TO AN UNRECOGNISABLE OR ENCRYPTED FORM, ONE THAT CANNOT BE EASILY

FIREWALL

AN APPLICATION USED TO KEEP UNAUTHORIZED USERS FROM ACCESSING PARTS OF A NETWORK OR COMPUTER.

FORMAT

TO PREPARE A MASS STORAGE MEDIUM FOR INITIAL USE, ERASING ANY EXISTING DATA IN THE PROCESS.

FTP

FILE TRANSFER PROTOCOL (FTP) IS A COMMON METHOD OF TRANSFERRING FILES VIA THE INTERNET FROM ONE HOST TO ANOTHER HOST.

HTML

ABBREVIATION OF HYPERTEXT MARKUP LANGUAGE. A COMPUTER LANGUAGE CONTAINING A SET OF TAGS AND RULES USED IN DEVELOPING HYPERTEXT DOCUMENTS TO BE PRESENTED ON WEB BROWSERS, ALLOWING INCORPORATION OF TEXT, GRAPHICS, SOUND, VIDEO AND HYPERLINKS.

GATEWAY

A POINT WITHIN A NETWORK THAT INTERCONNECTS WITH OTHER NETWORKS.

INTERNET

A SET OF INTERCONNECTED NETWORKS THAT ALLOW COMPUTERS IN DIFFERENT LOCATIONS TO EXCHANGE INFORMATION. THE INTERNET INCLUDES SERVICES SUCH AS THE WORLD WIDE WEB, ELECTRONIC MAIL, FILE TRANSFER PROTOCOL (FTP), CHAT AND REMOTE ACCESS TO NETWORKS AND COMPUTERS.

ISP

AN INTERNET SERVICE PROVIDER (ISP) IS A COMPANY THAT PROVIDES ACCESS TO THE INTERNET. .

JAVA

JAVA IS A PROGRAMMING LANGUAGE THAT IS COMMONLY USED IN THE DEVELOPMENT OF CLIENT-SERVER WEB APPLICATIONS.

LAN

A LOCAL AREA NETWORK (LAN) IS A SYSTEM THAT CONNECTS COMPUTERS AND OTHER DEVICES THAT SHARE A COMMON COMMUNICATIONS LINE AND WIRELESS LINK, GENERALLY WITHIN A LIMITED GEOGRAPHICAL AREA SUCH AS A HOME OR OFFICE BUILDING.

MALWARE

MALWARE IS SHORT FOR MALICIOUS SOFTWARE. IT REFERS TO A SOFTWARE PROGRAM THAT HAS BEEN DEVELOPED TO DO HARM TO OTHER COMPUTERS. TYPES OF MALWARE INCLUDE VIRUSES, WORMS AND SPYWARE.

MEGABYTE

A MEASURE OF COMPUTER PROCESSOR STORAGE AND REAL AND VIRTUAL MEMORY. A MEGABYTE (MB) IS 2^{20} BYTES, OR 1,048,576 BYTES IN DECIMAL NOTATION.

MEGAHERTZ

MEGAHERTZ IS THE UNIT USED TO MEASURE THE SPEED OF A COMPUTER'S PROCESSOR (E.G. 2.8GHZ)

PHISHING

PHISHING IS A TYPE OF EMAIL FRAUD IN WHICH THE PERPETRATOR SENDS OUT EMAILS THAT APPEAR TO COME FROM A LEGITIMATE SERVICE OR REPUTABLE COMPANY, SUCH AS A BANK OR AN EMAIL SERVICE PROVIDER. THESE EMAILS AIM TO LURE RECIPIENTS TO REVEAL CONFIDENTIAL INFORMATION THAT THE PERPETRATOR CAN USE FOR THEIR FINANCIAL ADVANTAGE

PROCESSOR

THE PROCESSOR IS THE BRAINS OF YOUR COMPUTER. IT IS RESPONSIBLE FOR PERFORMING CALCULATIONS AND TASKS THAT MAKE PROGRAMS WORK. THE FASTER THE PROCESSOR, THE FASTER THE COMPUTER WORKS.

PROTOCOL

A PROTOCOL IS A STANDARD OR SET OF RULES THAT COMPUTERS AND OTHER DEVICES USE WHEN COMMUNICATING WITH ONE ANOTHER.

RESOLUTION

RESOLUTION REFERS TO THE NUMBER OF DISTINCT PIXELS THAT MAKE UP THE DISPLAY ON A COMPUTER MONITOR. IT IS DENOTED IN DPI (DOTS PER INCH). THE HIGHER THE RESOLUTION, THE FINER AND SMOOTHER THE IMAGES APPEAR WHEN DISPLAYED AT A GIVEN SIZE.

SAAS

SAAS STANDS FOR **SOFTWARE AS A SERVICE**. IT IS A SOFTWARE DISTRIBUTION MODEL WHEREBY SOFTWARE APPLICATIONS ARE CENTRALLY HOSTED AND LICENSED ON A SUBSCRIPTION BASIS.

SSL

SSL, OR **SECURE SOCKETS LAYER**, IS A PROTOCOL THAT ALLOWS INTERNET USERS TO SEND ENCRYPTED MESSAGES ACROSS THE INTERNET. IT IS GENERALLY USED WHEN TRANSMITTING CONFIDENTIAL

SEO

SEO, OR **SEARCH ENGINE OPTIMISATION**, IS THE PRACTICE OF MAKING ADJUSTMENTS TO CERTAIN ASPECTS OF A WEBSITE IN AN EFFORT TO IMPROVE ITS RANKING ON SEARCH ENGINES.

URL

A **UNIQUE RESOURCE LOCATOR** OR WEB ADDRESS IS THE STRING OF CHARACTERS YOU TYPE INTO A BROWSER TO ACCESS A PARTICULAR WEBSITE OR OTHER RESOURCE ON THE INTERNET.)

VIRAL

IF AN ONLINE VIDEO, PHOTO OR ARTICLE "GOES VIRAL", IT EXPERIENCES A SUDDEN SPIKE IN POPULARITY IN A SHORT PERIOD OF TIME.

VIRUS

A VIRUS IS A PIECE OF PROGRAMMING CODE INSERTED INTO OTHER PROGRAMMING TO CAUSE DAMAGE. VIRUSES CAN BE SENT IN MANY FORMS BUT ARE OFTEN TRANSMITTED VIA EMAIL MESSAGES THAT, WHEN OPENED, MAY ERASE DATA OR CAUSE DAMAGE TO YOUR HARD DISK. SOME VIRUSES ARE ABLE TO ENTER YOUR EMAIL SYSTEM AND SEND THEMSELVES TO OTHER PEOPLE IN YOUR LIST OF CONTACTS.

WEP

A **WIRED EQUIVALENT PRIVACY** IS A SECURITY PROTOCOL USED IN WI-FI NETWORKS. IT IS DESIGNED TO PROVIDE A WIRELESS LOCAL AREA NETWORK (LAN) WITH A LEVEL OF SECURITY SIMILAR TO THAT OF A REGULAR WIRED LAN. WEP-SECURED NETWORKS ARE USUALLY PROTECTED BY PASSWORDS.

WORK PLAN

ONE OF THE KEY TERMS OF PROJECT MANAGEMENT IS ITS WORK PLAN. A WORK PLAN IS AN OUTLINE OF A GROUP OF GOALS WITH THE HELP OF WHICH PROJECT TEAM CAN REACH THOSE GOALS. THE AIM OF THE PROJECT WORK PLAN IS TO PROMOTE EFFICIENTLY, SYSTEMATIZED AND COMPLETION OF THE PROJECT ACCORDING TO BUDGET, SCHEDULE, AND REQUIREMENTS

WPA

WI-FI PROTECTED ACCESS IS A SECURITY PROTOCOL USED IN WI-FI NETWORKS. IT IS AN IMPROVEMENT ON WEP BECAUSE IT OFFERS GREATER PROTECTION THROUGH MORE SOPHISTICATED DATA ENCRYPTION.

MANAGEMENT ENGINEERING

ACCOMMODATION.

A CONFLICT-HANDLING MODE THAT INVOLVES SOLVING CONFLICTS BY ALLOWING THE DESIRES OF THE OTHER PARTY TO PREVAIL.

ACCOUNTABILITY.

THE REQUIREMENT TO PROVIDE SATISFACTORY REASONS FOR SIGNIFICANT DEVIATIONS FROM DUTIES OR EXPECTED RESULTS.

ADMINISTRATIVE MANAGEMENT.

AN APPROACH WITHIN CLASSICAL MANAGEMENT THEORY THAT FOCUSES ON PRINCIPLES THAT CAN BE USED BY MANAGERS TO COORDINATE THE INTERNAL ACTIVITIES OF ORGANIZATIONS.

AGILE

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ASSET MANAGEMENT RATIOS.

FINANCIAL RATIOS THAT MEASURE HOW EFFECTIVELY AN ORGANIZATION USES ITS RESOURCES.

ASSUMPTIONS

WHILE DEALING WITH STATEMENT OF WORK (SOW) AND WORKING ON A PROJECT, ASSUMPTIONS ARE LISTED AS FACTORS. IT ENSURES THE VALIDATION AND RESULT OF PROJECTS. ASSUMPTION ANALYSIS IS A PRACTICE IN WHICH ONE CAN IDENTIFY OR CALCULATE THE ACCURACY PART.

BALANCE SHEET.

A FINANCIAL STATEMENT THAT DEPICTS AN ORGANIZATION'S ASSETS AND CLAIMS AGAINST THOSE ASSETS AT A GIVEN POINT IN TIME.

BASELINE

THE BASELINE IS ONE OF THE MOST POPULAR PROJECT MANAGEMENT TERMS AMONG PROJECT MANAGERS. A BASELINE IS USED TO MEASURE THE PERFORMANCE OF THE PROJECT. THERE ARE THREE BASELINES IN A PROJECT MANAGEMENT.

BENEFITS.

FORMS OF COMPENSATION BEYOND WAGES FOR TIME WORKED, INCLUDING VARIOUS PROTECTION PLANS, SERVICES, PAY FOR TIME NOT WORKED, AND INCOME SUPPLEMENTS.

BRAINSTORMING

BEFORE EXECUTING OR DESIGNING A PROJECT, A COMPLETE SWOT ANALYSIS SHOULD HAVE TO BE PERFORMED BY TEAMS INVOLVING IN THE SAME PROJECT. THE TECHNIQUE USED TO CALCULATE SOLUTIONS, RISKS ETC. BY PROFESSIONALS IS KNOWN AS BRAINSTORMING. IT IS BASICALLY AN ANALYSIS METHOD.

BUSINESS CASE AND USE CASES

BUSINESS CASE IS REFERRED TO A DOC FILE WHICH IS USED TO STORE DATA LIKE COSTS, CALCULATIONS, BENEFITS ETC. MOREOVER USE CASES ALSO HELP USERS BY PROVIDING THE REQUIREMENT OF SOFTWARE TESTS. THESE REQUIREMENTS ARE DIRECTED FROM END CONSUMER DIRECTLY. USE CASES ALSO CONCENTRATES ON DAILY ACTIONS.

BUSINESS PLAN

BUSINESS PLAN IS TERMED AS A DOC FILE WHICH EVIDENTLY DESCRIBES ABOUT THE PROJECT GOALS. IT INCLUDES THE BUSINESS GOALS AND THEIR STRATEGIES TO ACHIEVE THEM. BUSINESS PLAN ALSO CONCLUDES CONTEXTUAL INFO.

BUDGETING.

THE PROCESS OF STATING IN QUANTITATIVE TERMS, USUALLY DOLLARS, PLANNED ORGANIZATIONAL ACTIVITIES FOR A GIVEN PERIOD OF TIME.

CHANGE MANAGEMENT

CHANGE MANAGEMENT IS ONE OF THE PROJECT MANAGEMENT BUZZ WORDS. IT IS A PROJECT MANAGEMENT PLAN THAT HAS AUTHORITY TO APPROVE OR REJECT THE CHANGES ON THE PROJECT. PURPOSE IS TO MANAGE THE CHANGE THAT OCCURS DURING PROJECT ACCORDING TO THE PREVIOUS PLANNED REQUIREMENTS AND STATEMENTS

COMPETITORS

THE ELEMENT OF TASK ENVIRONMENT THAT INCLUDES OTHER ORGANIZATIONS THAT EITHER OFFER OR HAVE A HIGH POTENTIAL OF OFFERING RIVAL PRODUCTS OR SERVICES.

CONTINGENCY PLAN

CONTINGENCY PLAN REFERS TO THE SECOND PLAN IF YOUR PLAN A DOESN'T WORK. IT INCLUDES THE SITUATIONS WHICH MAY OR MAY NOT OCCUR IN FUTURE. CONTINGENCY PLAN PROVIDES SOLUTIONS TO EXCEPTIONAL RISKS. THESE RISKS HAVE DISASTROUS CONCERNS. THUS IT ALSO INCLUDES THE RISKS MANAGEMENT. CONTINGENCY PLANS ARE OFTEN DESIGNED BY OFFICIALS WHO ARE IN BUSINESSES OR GOVERNMENTS. IT IS SOMETIMES REFERRED TO AN ALTERNATIVE ACTION.

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CRITICAL PATH METHOD (CPM)

CRITICAL PATH METHOD (CPM) PROVIDES FUNCTIONS TO WRITE AN ALGORITHM FOR PROJECT ACTIVITIES. IT IS PARTICULARLY USED FOR SCHEDULING AND TERMED AS THE "CRITICAL OR SHORTEST PATH". CRITICAL PATH METHOD (CPM) IS A STEP BY STEP APPROACH IN WHICH ONE CAN ANALYZE CRITICAL AND NON-CRITICAL TASKS.

DASHBOARD

DASHBOARD IS BASICALLY A PLATFORM WHICH HELPS TO CHECK ALL THE USEFUL INFORMATION ABOUT THE PROJECT. THROUGH DASHBOARDS, ANYONE CAN VIEW DATA FROM THEIR LOCATION. DASHBOARD MONITORS ALL THE REPORTS AND ALLOWS USERS TO REGULARLY UPDATE. DASHBOARDS ARE CATEGORIZED AS INFORMATIONAL, PLANNED, LOGICAL OR OPERATIONAL.

DELIVERABLE

FOR EVERY TASKS OR PROJECTS, THERE IS A COMMITMENT OF REQUIRED RESULT/OUTPUT, WHICH IS TO BE DELIVERED TO THE USERS. THAT REQUIRED OUTPUT IS KNOWN AS DELIVERABLES. DELIVERABLE IS REFERRED TO PERCEPTIBLE OR IMPERCEPTIBLE OBJECTIVE, WHICH IS THE MOST IMPORTANT FOR A SUCCESSFUL PROJECT. A DOCUMENT, A REPORT, END PRODUCT OR PROJECT BLOCK ARE THE BEST EXAMPLES OF DELIVERABLES.

DOWNSIZING.

A METHOD OF INCREASING ORGANIZATIONAL EFFICIENCY AND EFFECTIVENESS THAT INVOLVES SIGNIFICANTLY REDUCING THE LAYERS OF MIDDLE MANAGEMENT, EXPANDING SPANS OF CONTROL, AND SHRINKING THE SIZE OF THE WORK FORCE.

DUMMY ACTIVITY

BEFORE GOING THROUGH FINAL ACTIVITIES, EVERY PROJECT MANAGER SUGGESTS DUMMY ACTIVITIES, THAT ARE SHOWN WITH DASHED LINES. DUMMY ACTIVITIES ARE USED AFTER A FAILURE, TO DESCRIBE THAT.

EFFECTIVENESS.

A DIMENSION OF ORGANIZATIONAL PERFORMANCE INVOLVING THE ABILITY TO CHOOSE AND ACHIEVE APPROPRIATE GOALS.

EFFICIENCY.

A DIMENSION OF ORGANIZATIONAL PERFORMANCE INVOLVING THE ABILITY TO MAKE THE BEST USE OF AVAILABLE RESOURCES IN THE PROCESS OF ACHIEVING GOALS.

FORCE-FIELD ANALYSIS.

A METHOD THAT INVOLVES ANALYZING THE TWO TYPES OF FORCES THAT INFLUENCE ANY PROPOSED CHANGE; DRIVING FORCES AND RESTRAINING FORCES.

FEASIBILITY STUDY

FEASIBILITY STUDY IS AMONG THE MOST POPULAR PROJECT MANAGEMENT TERMS. IT IS DEFINED AS THE PROCESS OF ASSESSMENT OF A DESIGNED PLAN. IT IS A METHODOLOGY IN WHICH YOU CAN SEE EVERYTHING PRACTICALITY. IT CONSISTS OF THE ACTIVITIES LIKE MARKET RESEARCH, POLLS, DETAILED PROJECT STUDY ETC.

HUMAN RESOURCE PLANNING

HUMAN RESOURCE IS RESPONSIBLE FOR THE MANPOWER AND THEIR DEPLOYMENT. IN HUMAN RESOURCE PLANNING, YOU CAN IDENTIFY THE INDIVIDUAL ROLES. ALSO, YOU CAN OBSERVE THE RELATIONSHIPS BETWEEN INDIVIDUALS WHO ARE RELATED TO THE PROJECT.

MILESTONE

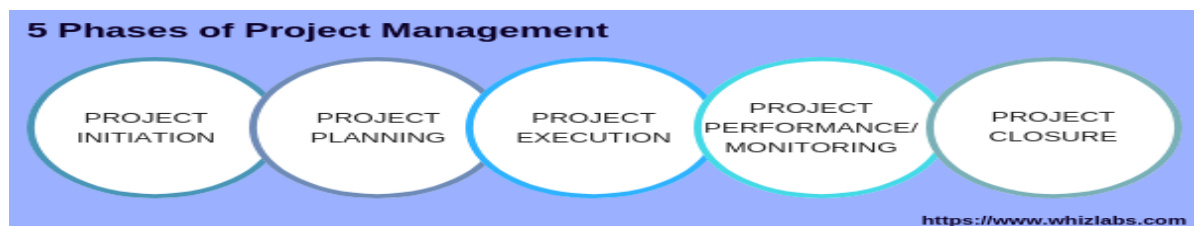
A MILESTONE IS A SCHEDULING PROCESS THAT DESCRIBES THE SET OF RELATED DELIVERABLES. STARTING PHASE- ENDING PHASE - FIXED DATES ON PLAN

PERT CHART

THE **PROGRAM EVALUATION AND REVIEW TECHNIQUE** IS USED TO EVALUATE THE REVIEWS. IT IS ALSO KNOWN AS PROGRAM EVALUATION REVIEW TECHNIQUE. PERT CHART IS USED TO CREATE, ESTABLISH, AND ORGANIZE TASKS. A PRECEDENCE DIAGRAM, A NETWORK CHART, AND LOGIC DIAGRAM CAN BE CREATED IN IT

PROJECT LIFE CYCLE

THE PROJECT LIFE CYCLE IS AMONG SOME IMPORTANT PROJECT MANAGEMENT TERMS YOU SHOULD KNOW. IT INCLUDES PROJECT PLANNING, ANALYSIS, DESIGN, IMPLEMENTATION, AND BUDGET. A PROJECT LIFE CYCLE CAN HAVE MANY MODELS BUT EACH MODEL REPRESENTS A SINGLE PHASE TO BUILD THE DELIVERABLES OF THE PROJECT. A PROJECT LIFE CYCLE CONSISTS OF INITIATING THE PROJECT, ITS PLANNING, MONITORING AND CONTROLLING, EXECUTING, AND CLOSING.



PROJECT MANAGER

PROJECT MANAGER IS AN INDIVIDUAL WHO IS RESPONSIBLE FOR A PROJECT . HE/SHE IS RESPONSIBLE FOR ASPECTS LIKE EXECUTION, PLANNING, AND CLOSURE OF A PROJECT.

QUALITY, QUALITY ASSURANCE, AND QUALITY CONTROL

QUALITY IS AN INTERPRETATION WHICH DEFINES SUPERIORITY AND INFERIORITY OF THINGS. QUALITY GIVES PRODUCTS' SUSTAINABILITY, MAINTAINABILITY, AND RELIABILITY. IT ALSO PRE-DECIDES THE REQUIREMENTS WHICH INHERITS CHARACTERISTICS. QUALITY ASSURANCE REFERS TO THE APPROACH WHICH INCLUDES PREVENTION OF ERRORS. IT MAINTAINS THE PREFERRED LEVEL OF THE QUALITY. QUALITY CONTROL REFERS TO THE PROCEDURES WHICH CERTIFIES THAT PRODUCT DEFINES THE NECESSARY GOALS.

REPORTING

REPORTING IS AN ESSENTIAL PART IN ANY PROJECT. REPORTING IS BASICALLY A DOCUMENT FILE IN WHICH EVERY INFORMATION ABOUT THE PROJECT IS STORED WITH THE DEVELOPMENT RECORDS. AT EVERY PHASE, ONE SHOULD REPORT TO THE

PROJECT MANAGER SO THAT EVERY TEAM INVOLVED IN THE SAME PROJECT CAN GATHER.

RISK MANAGEMENT

IN EVERY PROJECT, YOU CAN HAVE SOME RISKS. TO REDUCE RISKS, THERE ARE FEW METHODS WHERE YOU CAN MANAGE RISKS. ALSO YOU CAN WRITE DOWN THE POTENTIAL RISKS OCCURRED IN THE PROJECT AND THROUGH THE MANAGEMENT TOOLS, YOU CAN REDUCE THEM EASILY. RISK MANAGEMENT IS WORTH TO BE INCLUDED IN THE LIST OF TOP PROJECT MANAGEMENT TERMS.

RISK MITIGATION

AT THE BEGINNING OF THE PROJECT, IT IS IMPORTANT TO KNOW THE RISK THAT SURROUNDS THE PROJECT BECAUSE YOU CAN CHANGE YOUR PLAN OR CAN CHOOSE SOME OTHER OPTION TO AVOID THE RISK OCCURRENCE. RISK MITIGATION IS THAT PROJECT MANAGEMENT TERM WHICH IDENTIFIES THE RISK. IT IS A RISK REACTION DEVISING TECHNIQUE ASSOCIATED WITH MENACE TO THE PROJECT. IF RISKS ARE NOT IDENTIFIED THEN IT CAN CAUSE A FAILED PROJECT BY TAKING SO MUCH TIME AS YOU ARE NOT PREPARED FOR THAT.

SOW

IT IS A **STATEMENT OF WORK**. IT DESCRIBES THE METHOD AND PRODUCTION OF THE PROJECT. IT IS BASICALLY A TOOL BY WHICH YOU CAN DIRECTLY WORK WITH ANYONE. YOU JUST NEED TO ENTER THE DESCRIPTION OF TASKS WHICH IS TO BE DONE.

STATUS REPORTS

STATUS REPORTS DELIVER EXISTING INFO ON THE PROJECT CHARGE, FINANCIAL PLAN, POSSIBILITY, AND OTHER PERTINENT INFO. IT ALSO INCLUDES THE COMPLETED TASKS AND TASKS IN FUTURE. IT ALSO INCLUDES A RISK LIST AND PROJECT DURATION.

SWOT ANALYSIS

SWOT STANDS FOR **STRENGTHS, WEAKNESSES, OPPORTUNITIES AND THREATS**. BEFORE STARTING A PROJECT, THERE SHOULD BE A SWOT ANALYSIS SO THAT YOU CAN HAVE ALL THE REQUIRED TERMS OF THE PROJECT AND YOU CAN CALCULATE THE KEY TERMS. THE SWOT ANALYSIS REFERS TO THE PLANNING BY WHICH YOU CALCULATE THESE TERMS.

TECHNICAL FEASIBILITY

THE CAPACITY OF IDEAS, PROJECTS TO BE REALIZED

TIME MANAGEMENT

WHEN A PROJECT IS DESIGNED AND DELIVERED TO THE TEAM FOR REFERENCE, THEN IT CONSISTS OF THE TIME DURATION WHICH EVERY TEAM SHOULD FOLLOW. IT ALSO INDICATES THE METHOD OF SCHEDULING AND MANAGEMENT OF TIME OF THE PROJECT.. IT HELPS TO CALCULATE THE TEAM EFFICIENCY.

THREE-POINT ESTIMATION

THREE POINT ESTIMATION IS A METHOD OR PROCESS BY WHICH YOU CAN TAKE REVIEWS OR CASES. MAINLY KNOWN THREE POINT ESTIMATIONS ARE BEST-CASE, WORST-CASE, AND MOST LIKELY CASE. IT HELPS ENTERPRISES TO GENERATE ACCURACY, CALCULATE ESTIMATION, AND AVERAGE.

TRIPLE CONSTRAINT

ALL THE PROJECTS ARE BROUGHT UNDER SOME CONSTRAINTS. TRIPLE CONSTRAINT IS A FOUR COMPONENTS GROUP (TIME, SCOPE, COST AND QUALITY OF THE PRODUCT) REPRESENTED BY A TRIANGLE WITH TIME, SCOPE AND COST AT CORNER SIDE AND QUALITY AT THE CENTRAL THEME. THERE MUST A BALANCE AMONG ALL THESE COMPONENTS AS THE CHANGE IN ANY ONE WILL IMPACT THE OTHER COMPONENTS.

WORK PLAN

ONE OF THE KEY TERMS OF PROJECT MANAGEMENT IS ITS WORK PLAN. THE AIM OF THE PROJECT IS TO PROMOTE EFFICIENTLY, SYSTEMATIZED AND COMPLETION OF THE PROJECT ACCORDING TO BUDGET, SCHEDULE, AND REQUIREMENTS