CIS/224 – MS Project

VOCABULARY

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| **actions tag** | An indicator that signals the user of a change, additional information, formatting options, etc. It appears mainly to signal a change in work, duration, or units has occurred; it only remains available until you perform your next action. |
| **actual cost** | Cost that has been incurred so far (after the indicated total work has been completed) |
| **actual cost of work performed** (**ACWP**) | Actual cost incurred to complete each task’s actual work up to the status date, also known as Actual Cost (AC) |
| **actuals** | Actual project performance data that has been completed and recorded in a Microsoft Project file |
| **allocation** | Portion of a resource’s capacity devoted to work on a specific task |
| **assignment** | Matching of a specific resource to a particular task to either perform work or as a material or cost. |
| **AutoFilter** | A quick way to view only the task or resource information that meets the criteria you choose |
| **availability** | Determines when and how much of a resource’s time can be assigned to work on tasks |
| **base calendar** | Specifies default working and nonworking times for a set of resources. It can serve as a project calendar or a task calendar. Microsoft Project provides three base calendars: Standard, 24-Hours, and Night Shift. |
| **basecalendar** | Can be used as a task, project, or resource calendar; it specifies default working and nonworking times for a set of resources |
| **baseline** | An approved version of the scope, schedule, and budget of a project; a collection of key values in the project schedule, such as the planned start dates, finish dates, and costs of the various tasks and assignments; allows you to begin the tracking phase of project management |
| **baseline cost** | Total planned cost of the project when the baseline was saved |
| **bottom-up planning** | Develops a project plan by starting with the lowest-level tasks before organizing them into higher-level phases or summary tasks; this approach works from specific to general |
| **budget at completion (BAC)** | The total planned cost |
| **budgeted cost of work performed (BCWP)** | Portion of the budgeted cost that should have been spent to complete each task’s actual work performed up to the status date. This value is called earned value because it is literally the value earned by the work performed; also known as earned value (EV). |
| **budgeted cost of work scheduled** (**BCWS**) | Value of the work scheduled to be completed as of the status date. Microsoft Project calculates this value by adding up all time-phased baseline values for tasks up to the status date; also known as planned value (PV). |
| **calendar** | A scheduling tool that determines the standard working time and nonworking time (such as evenings or holidays) for the project, resources, and tasks. Calendars are used to determine how tasks and resources assigned to these tasks are scheduled. |
| **chart** | View or part of a view that presents project information graphically, such as the Gantt Chart |
| **constraint** | Restriction that you or Microsoft Project sets that controls the start or finish date of a task or the extent to which a task can be adjusted |
| **contour** | Determines how a resource’s work on a task is scheduled over time |
| **Copy Picture** | Enables you to take a snapshot of a view. You have several options when taking snapshots of the active view: (1) You can copy the entire view that is visible on the screen or just selected rows of a table in a view, or (2) you can copy a range of time that you specify or show on the screen. |
| **cost** | Refers to how much money will be needed to pay for the resources on a project |
| **cost % complete** | A measurement of completion in terms of the percent spent of the original approved budget |
| **Cost Performance Index** (**CPI)** | Ratio of budgeted to actual cost, or BCWP (EV) divided by ACWP (AC) |
| **cost rate table** | Resource pay rates that are stored on the Costs tab of the Resource Information dialog box. For a given resource, you can enter up to five cost rate tables. |
| **cost resource** | Resource that doesn’t depend on the amount of work on a task or the duration of a task |
| **cost variance** **(CV)** | Difference between the budgeted cost of work performed (EV) and actual cost (AC) of work performed |
| **crashing** | Decreasing the project’s duration without altering the basic sequence of activities by adding more resources to the critical path tasks |
| **critical path** | Series of tasks whose scheduling directly affects the project’s finish date |
| **current cost** | Sum of the actual and remaining cost values |
| **custom field** | A user-definable field |
| **dashboard** | An easy-to-read, single page interface that senior management can quickly view to obtain a high-level view of the current project status. |
| **data map** | Allows you to specify how you want individual fields in the source program’s file to correspond to individual fields in the destination program. Once you set up an data map, you can use it over and over again. Also called an import/export map. |
| **deadline** | Date value that you enter for a task that indicates the latest date by which you want the task to be completed, but the deadline date itself does not constrain the task |
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| **deliverable** | Final goal of a project |
| **dependency** | A need or a condition that exists between two elements. |
| **diagram view** | Presents information in diagram format, such as the Network Diagram. |
| **duration** | Amount of working time required to complete a task |
| **duration formula** | Formula Microsoft Project uses to calculate duration in effort-driven scheduling:Duration = Work / Units (Resources) |
| **earned value** (**EV**) | Portion of the budgeted cost that should have been spent to complete each task’s actual work performed up to the status date. This value is called earned value because it is literally the value earned by the work performed; also known as budgeted cost of work performed (BCWP). |
| **effort-driven scheduling** | Scheduling method in which the duration of a task increases or decreases as you remove resources from or assign resources to a task; the amount of work needed to complete the task does not change |
| **elapsed duration** | Total length of working and nonworking time you expect it will take to complete a task |
| **estimate at completion (EAC)** | The expected total cost of a task based on performance up to the status date |
| **export map** | Specifies the exact data to export and how to structure it |
| **fast-tracking** | Performing two or more project tasks in parallel that would otherwise be done in series |
| **filter** | A tool that enables you to see or highlight in a table only the task or resource information that meets criteria you choose. Filtering doesn’t change the data in your project schedule; it only changes the data’s appearance. |
| **fixed consumption rate** | Resource consumption rate in which an absolute quantity of the resources will be used, no matter the duration of the task to which the material is assigned. |
| **fixed duration** | Task type in which the duration value is fixed |
| **fixed units** | Task type in which the units value does not change |
| **fixed work** | Task type in which the work value is held constant |
| **flexible constraint** | Constraint type that gives Microsoft Project the flexibility to change start and finish dates of a task; no constraint date is associated with a flexible constraint; this is the default constraint type |
| **float** | The amount of time a task can be delayed without causing a delay to another task or the overall project. *also see slack* |
| **forms** | Type of view that presents detailed information in a structured format about one task or resource at a time, such as the Task Form |
| **free float** | The amount of time a task can be delayed before it will delay another task. *also see free slack* |
| **free slack** | The amount of time a task can be delayed before it will delay another task *also see free float* |
| **fully allocated** | Condition of a resource when the total work of its task assignments is exactly equal to that resource’s work capacity |
| **Gantt Chart view** | View in Microsoft Project that consists of a table (the Entry table by default) on the left side and a graphical bar chart on the right side |
| **GIF** | Graphics Interchange Format; an image format used for storing images and pictures |
| **group** | A way to reorder task or resource information in a table and display summary values for each group according to various criteria you can choose. Grouping goes a step beyond sorting in that grouping your project data will add summary values, called “roll-ups,” at customized intervals. |
| **import map** | Specifies the exact data to import and how to structure it |
| **inflexible constraint** | Constraint type that forces a task to begin or end on a specific date, completely preventing the rescheduling of a task. Inflexible constraints are sometimes called hard constraints, and they should be used only when necessary. |
| **line manager** | Manager of a group of resources; sometimes called a functional manager |
| **link** | Logical connection between tasks that controls the start or finish of one task relative to the start or finish of another task. There are four types of links in Microsoft Project: finish-to-start, start-to-start, finish-to-finish, and start-to-finish. |
| **manually scheduled** | Tasks that must be manually scheduled, calculated, and monitored by the operator |
| **manually scheduled** | Tasks that must be manually scheduled, calculated, and monitored by the operator |
| **mask** | When working with outline or WBS codes, the mask, or appearance, defines the format of the code—the order and number of alphabetic, numeric, and alphanumeric strings in a code and the separators between them |
| **material resource** | Consumable items used up as the tasks in a project are completed. Unlike work resources, material resources have no effect on the total amount of work scheduled to be performed on a task. |
| **maximumunits** | Maximum capacity of a resource to accomplish tasks; default value for maximum units is 100% |
| **milestone** | Represents a significant event reached within the project or imposed upon the project; often represented as a task with zero duration |
| **negative float** | Amount of time that tasks overlap due to a conflict between task relationships and constraints. *also see negative slack* |
| **negative slack** | Amount of time that tasks overlap due to a conflict between task relationships and constraints. *also see negative float* |
| **Network Diagram** | Standard way of representing the logical order of project activities and their relationships in a flowchart format |
| **node** | Boxes that represent tasks in a Network Diagram; relationships between tasks are drawn as lines connecting nodes |
| **noncritical tasks** | Task that has float greater than zero |
| **note** | Supplemental text that you can attach to a task, resource, or assignment |
| **OLE** | Protocol that allows you to transfer information, such as a chart or text (as an OLE object), to documents in different programs |
| **optimizing** | Adjusting the aspects of the project schedule prior to saving a baseline, such as cost, duration, and scope (or any combination of these), to achieve a desired project schedule result such as a target finish date, duration, or overall cost |
| **outline number** | Numeric representation of the outline hierarchy of a project. Outline numbers are numeric only and are generated by Microsoft Project. |
| **over-allocated** | The state of a resource when the resource is assigned to do more work than can be done within its normal work capacity. |
| **phase** | Group of closely related tasks that encompass a major section of your project |
| **physical % complete** | A measurement of completion in terms of the physical amount of work completed |
| **planned value** (**PV**) | Value of the work scheduled to be completed as of the status date. Microsoft Project calculates this value by adding up all time-phased baseline values for tasks up to the status date; also known as budgeted cost of work scheduled (BCWS). |
| **planning** | Developing and communicating the details of a project before actual work begins |
| **predecessor** | Task whose start or end date determines the start or finish of another task or tasks; any task can be a predecessor for one or more tasks |
| **predefined contour** | Describes how work is distributed over time in terms of graphical patterns. Some options are Bell, Front Loaded, Back Loaded, Double Peak, and Turtle. Predefined contours work best for assignments where you can estimate a probable pattern of effort. |
| **program office** | Group that oversees a collection of projects (such as producing doors and producing engines), each of which is part of a complete deliverable (such as an automobile) and the organization’s strategic objectives |
| **progress bar** | Bar in the Gantt Chart view that shows how much of each task has been completed |
| **project calendar** | The base calendar that is used for an entire project. It defines the normal working and nonworking times. |
| **project schedule** | Model of a real project—what you want to happen or what you think will happen. The schedule contains all of the tasks, resources, time frames, and costs that might be associated with such a project. |
| **recurring task** | A task that is repeated at specified intervals, such as daily, weekly, or monthly |
| **remaining cost** | Difference between the current cost and actual cost |
| **report** | Anything the project manager uses to transmit information about the project; most reports are done in writing using words and graphics. |
| **resource calendar** | Defines working and nonworking times for an individual work resource. |
| **resourcecalendar** | Defines the working and nonworking times for an individual resource. A resource calendar applies only to people and equipment (work) resources and not to material or cost resources. When you establish work resources in your project schedule, a resource calendar is created for each work resource. |
| **resource leveling** | Process of delaying a resource’s work on a task to resolve an over-allocation. Depending on the options you choose, resource leveling might delay the start date of an assignment or an entire task or split up the work on a task |
| **resource leveling** | Process of delaying a resource’s work on a task to resolve an over-allocation. Depending on the options you choose, resource leveling might delay the start date of an assignment or an entire task or split up the work on a task |
| **resource manager** | Manager who oversees resource usage in project activities specifically to manage the time and cost of resources |
| **resource pool** | A Microsoft Project file from which other project schedules gather their resource information; a resource pool file should only contain resource information |
| **resources** | People, equipment, materials, and money used to complete the tasks in a project |
| **ribbon** | An term for the interface located at the top of the screen that has taken the place of the menu bar. |
| **risk** | An uncertain event or condition that, if it occurs, will have an impact on your project, either positively or negatively. |
| **schedule % complete** | A measurement of completion in terms of the amount of time spent working on project tasks against the planned duration |
| **Schedule Performance Index** (**SPI)** | Ratio of performed to scheduled work, or BCWP (EV) divided by BCWS (PV) |
| **schedule variance** **(SV)** | Difference between the budgeted cost of work performed (EV) and the budgeted cost of work scheduled (PV) |
| **semi-flexible constraint** | Constraint type that gives Microsoft Project the flexibility to change the task start and finish dates (but not the duration) within one date boundary |
| **sequence** | Chronological order in which tasks must occur |
| **sharer files** | A Microsoft Project file that is linked to a resource pool |
| **sheet**s | Table view that presents task or resource information in rows and columns, such as the Task Sheet |
| **slack** | The amount of time a task can be delayed without causing a delay to another task or the overall project. *also see float* |
| **sort** | A way of ordering task or resource information in a view by the criteria you specify. You can sort tasks or resources using predefined criteria, or you can create your own sort order with up to three levels (a group within a group within a group |
| **split** | An interruption in a task, represented in the Gantt bar by a dotted line between the two segments of the task |
| **sponsor** | The individual or organization that provides financial support and supports the project team within the larger organization |
| **stakeholders** | All people or organizations that might be affected by project activities, from resources working on the project to customers receiving the project deliverables |
| **status date** | The date up to or through which all progress information is collected and entered for a project. Also used when the program is calculating earned value numbers. |
| **subtasks** | Detail tasks that fall below a summary task |
| **successor** | Task whose start or finish is driven by another task or tasks |
| **summary task** | Task that is made up of and summarizes all of the tasks that fall below it. You cannot directly edit a summary task’s duration, start date, or other calculated values. |
| **task** | Represents the actual individual work activity that must be completed to accomplish the final goal of a project. |
| **task calendar** | Base calendar used by a single task that defines working and nonworking times, regardless of settings in the project calendar |
| **task calendar** | The base calendar you can use for individual tasks to manage the scheduling of these tasks. A task calendar defines working and nonworking times for a task, regardless of the settings in the project calendar. |
| **Task ID** | Unique number assigned to each task in the project; appears on the left side of the task’s row |
| **task priority** | Numeric ranking between 0 and 1000 of a task’s importance and appropriateness for leveling |
| **task priority** | Numeric ranking between 0 and 1000 of a task’s importance and appropriateness for leveling |
| **task type** | Specifies which of the three work formula variables remains fixed if one of the other two values changes |
| **template** | A predefined file that can be blank with the default characteristics set, or it could already contain project task and resource information. |
| **Timeline View** | A view that appears above the Gantt Chart view by default and displays tasks from the task list in a timeline form. Tasks must be placed on the timeline for them to appear. |
| **timephased fields** | Task, resource, and assignment values that are distributed over time |
| **top-down planning** | Develops a project plan by identifying the highest-level phases or summary tasks before breaking them into lower-level components or subtasks; this approach works from general to specific |
| **total float** | The amount of time a task can be delayed without delaying the project end date |
| **total slack** | The amount of time a task can be delayed without delaying the project end date |
| **tracking** | All of the collecting, entering, and analyzing of actual project performance data such as work on tasks, actual resource costs, and actual durations |
| **under-allocated** | Work assigned to a resource is less than the resource’s maximum capacity |
| **Unique ID** | Identifier that Microsoft Project uses to track the order in which you enter tasks and resources |
| **units** | Capacity of a resource to work when you assign that resource to a task |
| **usage view** | A table-like view that presents task or resource information on the left side and time-phased information on the right, such as the Resource Usage view |
| **variable consumption rate** | Resource consumption rate in which the amount of the material resource consumed is dependent upon the duration of the task. |
| **variance** | Deviation from the established schedule or budget |
| **variance at completion** | The difference between the budget at completion (BAC) or baseline cost and the estimate at completion (EAC) |
| **view** | Window through which you can see the various elements of a project schedule in a way that is helpful to the viewing audience. The five different view formats are: charts, diagrams, usage, sheets, and forms. |
| **visual report** | A specific type of report that combines the power of either Microsoft Excel or Microsoft Visio and the data which you have created in your project file; the data is translated into pivot tables and graphs. |
| **work** | Total amount of effort a resource or resources will expend to complete a task |
| **work % complete** | A measurement of completion in terms of the planned amount of work |
| **work breakdown structure** | A hierarchical depiction of the breakdown of the work needed to complete a project or phase. |
| **work breakdown structure (WBS) code** | Numeric representation of the outline hierarchy of a project. You can change WBS codes to include any |
| **work formula** | Formula Microsoft Project uses to calculate work: Work = Duration 🞨 Units (Resources) |
| **work periods** | A set time corresponding to one work day; usually 8 hours per day, but this can fluctuate based on individuals or project tasks |
| **work resource** | People and equipment that do work to accomplish the tasks of the project; use time to accomplish tasks |