**Chapter 2 - Key Terms**

**Agile –** The term Agile today is an umbrella term that includes a number of approaches, methods, or ways to develop products or systems. Agile approaches focus on speed and flexibility rather than a rigid development structure.

**Closing Process -** Activities that provide closure in terms of a formal acceptance that the project or a project’s phase has been completed satisfactorily.

**Customer -** The customer can be a customer, client, or executive sponsor who represents the business interests of the organization.

**Executing Process -** Process of coordinating people and other resources to execute the plan.

**eXtreme Programming (XP) -** A Rapid Application Development approach that involves a series of versions of the system called releases each of which addresses one or a few functions that are a part of the full project specification.

**Fast Tracking** - Fast tracking is starting the next phase of the project before approval is obtained for the completion of the current phase of the project. The purpose of this is to reduce the project’s schedule.

**Initiating Process -** This process is focused on starting or initiating a project or phase once commitment is obtained.

**Monitoring and Controlling Process -** A process to ensure proper control and reporting mechanisms are in place so that progress can be monitored, problems identified, and appropriate actions taken when necessary.

**Project Life Cycle (PLC)** - The project life cycle (PLC) is a collection of logical stages or phases that maps the life of a project from its beginning to its end. Each phase should provide one or more deliverables.

**Project Methodology -** A systematic way to plan, manage, and execute the work to be completed by prescribing phases, processes, tools, and techniques to be followed.

**Project Integration Management** - Integration focuses on coordinating the project plan’s development, execution, and control of changes.

**Project Scope Management -** Scope management provides assurance that the project’s work is defined accurately and completely and that it is completed as planned. In addition, scope management includes ways to ensure that proper scope change procedures are in place.

**Project Time Management -** Time management is important for developing, monitoring, and managing the project’s schedule. It includes identifying the project’s phases and activities and then estimating, sequencing, and assigning resources for each activity to ensure that the project’s scope and objectives are met.

**Project Cost Management -** Cost management assures that the project’s budget is developed and completed as approved.

**Project Quality Management -** Quality management focuses on planning, developing, and managing a quality environment that allows the project to meet stakeholder needs or expectations.

**Project Human Resources Management -** Human resource management focuses on creating and developing the project team as well as understanding and responding appropriately to the behavioral side of project management.

**Project Communications Management -** Communication management entails communicating timely and accurate information about the project to the project’s stakeholders.

**Project Risk Management -** Project risk management is concerned with identifying and responding appropriately to risks that can impact the project.

**Project Procurement Management -** Projects often require resources (people, hardware, software, etc.) that are outside the organization. Procurement management makes certain that these resources are acquired properly.

**Project Stakeholder Management -** Stakeholder management focuses on identifying project stakeholders to better understand their expectations or interests, and then developing appropriate strategies for communication and managing potential conflicts.

**Process -** A set of interrelated actions and activities performed to achieve a pre-specified product, result, or service.

**Planning Process -** A process for developing and maintaining a workable plan to support the project’s overall goal.

**PRINCE2® -** The aim of PRINCE2® is to ensure that projects are well-thought out in the beginning, well-managed throughout, and organized until the end.

**Project Board -** A Project Board is created and is accountable and responsible for managing, monitoring, and controlling the project activities to ensure that the project achieves the value envisioned in the business case.

**Scrum -** Scrum is an iterative and incremental agile software development framework for managing product development.

**Senior User -** The senior user represents the interests of the users or stakeholders who will use the project’s product in order to bring the expected value or benefits to the organization.

**Senior Supplier -** The senior supplier represents the suppliers or specialists who provide the skills or resources needed to deliver the project’s product.

**Systems Development Life Cycle (SDLC) –** Itrepresents the sequential phases or stages an information system follows throughout its useful life. The SDLC is comprise of the following five phases: (1) planning, (2) analysis, (3) design, (4) implementation, (5) maintenance and support.

**Waterfall method -** Waterfall is a metaphor for a cascading of activities from one phase to the next where one phase is completed before the next phase is started.