**Project** is a temporary sequence of unique, complex and connected activities that have one goal or purpose. *Project Management* is the process of scoping, planning, staffing, organizing, directing, and controlling the development of a system. A project is temporary and unique. The goal of Project Management is to develop a system that is acceptable to users, on time, and within budget. **Scope** is the areas of business that a project may address as well as it answers: Product, Quality, Time, Cost, and Resources. **Scope Creep** is the act of the scope slowly enlarging unexpectedly to cover more and more requirements until it is no longer feasible. **Deliverable** is an end product in a phase of the SDLC. **Milestone**is a significant event on a project. **Gantt Chart:** Needs each phase, deliverable, estimate time, and each milestone. A **WBS** is a hierarchical decomposition of the project into phases, activities, and tasks. A **Summary Task** is a task that compiles all the previously completed steps and reports on their progress. Gantt charts are used to track time and PERT charts are used to track the flow of work through steps in a process. It shows dependency among tasks to help in actually running the tasks than initially planning them. The key output is a list of tasks that make a project. The audience for both charts is the user and management who will decide on the project. **Critical Path** is the sequence of dependent tasks that have the largest sum of most likely durations; it is the earliest possible completion process. **Associated Tasks** are tasks that are dependent upon each other for completion. Delay in critical paths results in a push back of date. If an event is delayed, a manger must get the plan back on track or revise it. The **Project Workbook** is the documentation of the projects process that has been completed. A **system** is databases and software that simplify real world problems and tasks for better efficiency. **Information System:** Systems designed to support decision making based on stable point-in-time or historical data. Components are the pieces, people, or data of a system. Functions are the transfer of information between parts of the system. Two reasons projects are undertaken are to make money off a problem someone needs solved or to simplify a need or fix a problem within a business. **Application Software:** Computer software designed to support organizational functions or processes. **Problems** are problems, **Opportunities** are chanced for a business to make a system to make a profit, and **Directives** are orders or systems asked for by upper management. **Data** is raw uncategorized facts that need to be processed; and **Information** is processed data. **Business Process** is set steps for preforming a service or task. Information systems sometimes rewrite business processes. **Systems integration** is the act of adding a system to a business process to improve efficiency. A business is the one whose profits and business are at stake, a technical stakeholder is one whose job is vested in the success of this system. A systems analyst is someone whose job it is to run projects and find new ones. They are both invested because they are management and the business they run is as well as their job is at stake. A **Project manager** is an *experienced* professional who accepts responsibility for planning, monitoring, and controlling projects with respect to schedule, budget, deliverables, customer satisfaction, technical standards, and system quality. They are a juggler of jobs. They require Skills such as leadership, conflict management, flexibility, relationship mgmt., negotiation, team building, creativity, decision making, problem solving, presentation, ethics, trustworthiness, teaching, written and oral communication. Feasibility is done in the economic feasibility, Statement of Work, and Gantt Chart. Then a professional recommendation is sent out by the analyst. The reason why the incremental step is needed is because if feasibility was not done then some projects that should not be followed would be started. Feasibility decides if the cost benefit is worth it. **Operation Feas** is the shear fact of yes or no can it be done, **Economic Feas** is can it be paid for. There are two sections to feasibility the economic then the technical feasibility.

**Discount Rate** over time the value of money falls, so this is how to determine the value of the system properly. **Development costs** are startup costs. **Operational** are costs incurred over time. **NPV** is the value of the system at any given time. **ROI** is the total profit made from a system. **BEA** is the point at which a system no longer is costing but profiting. **Technical** is the skill of the team whereas R**esource** is the ability to use certain resources for the project. **Outsourcing** is the process of calling upon outside utilities to assist in lightening the businesses work. Reasons for outsourcing are cost benefits, higher skill, or freeing internal resources. **Info systems analysis and design** is the step of facing a problem and solving it through study and testing. **Methods** are processes. **Techniques** are skills. **Tools** are tools. The purpose of INFOSYSTEMs is to solve business problems and make profit. The **SRD** is the methods and processes of methodically compiling a system. **System planning** is the step of designing and planning out a system. Top down is a corporate oriented strategy. Bottom up is a user oriented design approach. Two activities in planning are identification and selection. The two additional are assessment and feasibility. All of the previously named items are part of outputs: SoW, Econ Feas, and a Gantt chart. The sub phases are study of a problem or opportunity and presenting why to proceed or not to proceed. **Logical design** is the flow of data from actors and system**. Physical design** is the actual system. The final product of systems design is the system itself. The documentation and training are finalized here because this is where the product hits the market and it needs to be ready for the users to use. The outputs of systems implementation are a system that users may use to complete day to day tasks and are trained in. Maintenance is not a separate phase because it takes place because during implementation the product get bugs and needs to be repaired on the spot. **RAD** is the act of the user getting involved in design to help test the product as it is made. Agile methodologies are adaptive, focuses on the users, and it focuses on elf adaptive user processes. Steps in project identification are decided where the business is at, next is where should it go, last is make a plan from A to B. Four places that requests come from are key member of management, steering committee, user departments, or development groups. **Project initiation**: the steps for designing a team for a project. The reason why it is challenging is that it takes a vague idea and turns it into a well-designed project. One or more analysts take on this task. *Steps in project initiation: 1. Establish team, 2. Relationship with customers, 2. Project initiation plan, 4. Establish management procedures, 5. Establish Project management environment, 6. Lastly develop the project charter.* **Project Charter** is the agreement upon the users and developers. The participants who rank projects are management, guiding committees, and analysts. *5 pieces of project selection) 1. Resources, 2. Needs, 3. Potential and ongoing projects, 4. Current org. structure, 5. Evaluation criteria.* **Communication plan** the purpose for a communication plan is to effectively keep up with customers and their needs. The focus is execution of the plan: results and plans are constantly exchanged. The purpose for standards and procedures is so that the project is developed in a timely cohesive manner. The purpose for assessing risks is to determine what needs to be avoided to make the date. Tech, user resistance, resource availability, competitive reaction result in risk. A systems service request in a in house request generated by users to management to see if a system could be made to improve a current procedure. The BPP contains all info collected during inti. and plan. The plan reﬂects the best estimate of the project’s scope, beneﬁts, costs, risks, and resource requirements given the current understanding of the project. The Business case is the next step in planning; it contains the recommendation, the reasons, and all of the information about the parties in question for the system. Lastly the statement of work describes the parties, what work will be done, and why.