

Module 3 Glossary: Communications Planning

Welcome! This alphabetized glossary contains many of the terms you'll find within this course. This comprehensive glossary also includes additional industry-recognized terms not used in course videos. These terms are important for you to recognize when working in the industry, participating in user groups, and participating in other certificate programs.

Term	Definition	Video/Reading where the term is introduced
Analytical	An Emergenetics thinking attribute includes a need to have facts to support points, a preference for direct and to-the-point communications, a focus on getting results and solving the problem	Defining Communication Styles
Communications management plan	A plan developed to define key communications items, the communication mediums and channels, and manage the items to ensure effective communication	Key Tool - Communications Management Plan
Conceptual	An Emergenetics thinking attribute, those with this attribute ask questions that lead to other questions, stop in mid-sentence, assume that others know, use metaphors, and very abstract speaking	Defining Communication Styles
Critical chain method	A project management technique that emphasizes the resources, such as people, equipment, supplies, materials, and physical space required to execute project tasks	Key Tool - Critical Chain Method

Critical path method	A schedule planning method that determines the potential early start and early finish days and the potential late start and late finish days for a project	Key Tool - Critical Path Method
Critical path	The project work package or activity path with the longest time duration	Key Tool - Critical Path Method
Duration	A critical path indicator and the time required to complete a work package or activity	Key Tool - Critical Path Method
Early Finish (EF)	A critical path indicator and the earliest time a given work package or activity can finish	Key Tool - Critical Path Method
Early Start (ES)	A critical path indicator and the earliest time a given work package or activity can start	Key Tool - Critical Path Method
Emergenetics	A survey that determines your preferred learning, work, and communications styles, the survey breaks out attributes as analytical, structural, conceptual, and social	Defining Communication Styles
Feeding buffer	Feeding buffers add extra time to the non-critical paths and assume that extra time or float will likely disappear	Key Tool - Critical Chain Method
Float/Slack	A critical path indicator that differentiates between the latest start and latest finish dates	Key Tool - Critical Path Method

Late Finish (LF)	A critical path indicator that determines the latest time a work package or activity can finish	Key Tool - Critical Path Method
Late Start (LS)	A critical path indicator that determines the latest time a work package or activity can start	Key Tool - Critical Path Method
Project buffer	Adds additional time to the critical path to mitigate the risk of schedule delays	Key Tool - Critical Chain Method
Resource buffer	Adds additional resources to non-critical paths to mitigate the risk of resource shortages and delays	Key Tool - Critical Chain Method
Social	An Emergenetics thinking attribute, those that use this attribute use stories/experiences to illustrate. They also prefer face-to-face communication, are caring and compassionate, and empathetic	Defining Communication Styles
Status report	Provides the status of a project and may include information on progress since the last report, and forecasts for cost and schedule performance	Status Reporting
Structural	An Emergenetics thinking attribute, those with this attribute ask what, when, where, and how questions. They also speak in complete sentences/paragraphs and are very deliberate, precise, and meticulous	Defining Communication Styles

Virtual meetings	Provides opportunities to interact using various technology media	Planning Virtual Communications
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