

Core Terminology

Key Term	Definition
Business case	A documented economic feasibility study used to establish the validity of the benefits of a selected component lacking sufficient definition and that is used as a basis for the authorization of further project management activities.
Cause and effect diagram	A decomposition technique that helps trace an undesirable effect back to its root cause
Change management plan	A component of the project management plan that establishes the change control board, documents the extent of its authority, and describes how the change control system will be implemented.
Conflict resolution	Techniques used by project managers to identify differences among employees and team members and mitigate these issues
Contingency plan	Involves defining action steps to be taken if an identified risk event should occur
Decision tree	A diagramming and calculation technique for evaluation of the implications of a chain of multiple options in the presence of uncertainty
Deliverable	Any unique and verifiable product, result, or capability to perform a service that is produced to complete a process, phase, or project
Gantt chart	represent schedule information where activities are listed on the vertical axis, dates are shown on the horizontal axis, and activity durations are shown as horizontal bars placed according to start and finish dates.
Milestone	A significant point or event in a project.
Organizational structure	Organizational structures range from functional to project-oriented, with a variety of matrix structures in between
Planning package	A work breakdown structure component below the control account with known work content but without detailed schedule activities.
Problem solving	The steps used to identify a problem and brainstorm the best possible solution to mitigate the issue
Product life cycle	A series of phases that represent the evolution of a product, from concept through delivery, growth, maturity, and to retirement
Project	A temporary endeavor undertaken to create a unique product, service, or result.
Project charter	A document issued by the project imitator or sponsor that formally authorizes the existence of a project and provides the project manger with the authority to apply organizational resources to project activities
Project life cycle	The series of phases that a project passes through from its start to its completion.
Project management	The application of knowledge, skills, tools, and techniques to project activities to meet the project requirements.
Project manager	The person assigned by the performing organization to lead the team that is responsible for achieving the project objectives.
Project portfolio	A grouping of projects, programs, subsidiary portfolios, and operations managed to achieve a strategic objective
Project scope	The work performed to deliver a product, service, or results with specified features and functions.
Project scope statement	The description of the project scope, major deliverables, and exclusions.
RACI Chart	A common type of responsibility assignment matrix that uses responsible, accountable, consult, and inform statuses to define the involvement of stakeholders in project activities

RAID analysis	An analytical tool used to identify, solve, and evaluate a problem in an organization or project (risk, assumption, issues, dependencies)
Risk register	A repository in which outputs of risk management processes are recorded.
Schedule baseline	The approved version of the schedule model that is used as a basis for comparison to the actual results
Scope baseline	The approved version of a scope statement, work breakdown structure (WBS), and its associated WBS dictionary, that can be changed using formal change control procedures and is used as a basis for comparison to actual results.
Stakeholder	An individual, group, or organization that may affect, be affected by, or perceive itself to be affected by a decision, activity, or outcome of a project, program, or portfolio
Stakeholder matrix	A matrix that compares current and desired stakeholder engagement levels
Stakeholder register	A project document including the identification, assessment, and classification of project stakeholders; it also explains how you will engage with different stakeholders throughout the life of the project
SWOT analysis	This technique examines the project from each of the strengths, weaknesses, opportunities, and threats (SWOT) perspectives
Triple constraint diagram	A diagram that models the constraints of a project (scope, time, and cost)
Work breakdown structure (WBS)	A hierarchical decomposition of the total scope of work to be carried out by the project team to accomplish the project objectives and create the required deliverables. Each descending level of the WBS represents an increasingly detailed definition of the project work.
Work breakdown structure dictionary	A document that provides detailed deliverable, activity, and scheduling information about each component in the WBS. The WBS dictionary is a document that supports the WBS.
Work package	The work defined at the lowest level of the work breakdown structure for which cost and duration are estimated and managed