

PROJECT MANAGEMENT GLOSSARY OF TERMS

CLOSING: The fifth stage of the project management process; includes wrapping up the project, delivering the end product, and documenting lessons learned

DELIVERABLE: The result a project is created to achieve

EXECUTING: The third stage of the project management process; includes carrying out the actual project work

INITIATING: The first stage of the project management process; includes all of the activities required for starting up a new project, such as creating a statement of work and a project charter

ISSUE LOG: A document that tracks problems or conflicts that have already happened and are currently impacting a project

LESSONS LEARNED: A project-end summary of what went well, what didn't go well, and how to improve in the future

MONITORING AND CONTROLLING: The fourth stage of the project management process; includes making sure the project stays on track and making the appropriate corrective measures if it doesn't

PLANNING: The second stage of the project management process; includes determining how all parts of the project will be accomplished, including creating the work breakdown structure

PROJECT: A short-term undertaking that creates a unique good or service

PROJECT CHARTER: A formal document that officially authorizes a project to get underway

PROJECT MANAGEMENT: The skills, tools, and processes used to plan, execute, and control the elements of a project

PROJECT MANAGER: Person responsible for overseeing all of the activities that are part of a project

PROJECT SCHEDULE: A document that tracks important dates and deadlines during the life of a project

PROJECT SPONSOR: Person who provides financial and other resources for a project; responsible for overall success of project

PROJECT TEAM: A group of people who are assigned to work together on a specific assignment

SCOPE: What a project will and will not include

STAKEHOLDER: A person who has an interest or investment in a project's outcome

WORK BREAKDOWN STRUCTURE (WBS): A document that details the division of a project workload into smaller, more manageable parts

PROJECT MANAGEMENT RESOURCES ON THE WEB



Project Management Institute Educational Foundation (PMIEF): PMIEF.org/Library/Resources

P21 Partnership for 21st Century Learning: ProjectManagement.P21.org

Buck Institute for Education MyPBLWorks: My.PBLWorks.org

Edutopia Project-Based Learning: Edutopia.org/Project-Based-Learning