



Great verbs to know in relation to project management.

- 1-To **approve** a project. To **agree** that the project can start. (Similar to **ratify** and **sign off**).
- 2-To **deal with** issues on the project. To **experience** problems on the project.
- 3-To **implement** the project plan. To **execute** the project plan.
- 4-To **initiate** the project. To **get** the project **started**.
- 5-To **mitigate** risks associated with the project. To **manage** risks related to the project.
- 6-To **overcome** obstacles on the project. To successfully **find solutions** to problems on the project.
- 7-To **review** lessons learnt from the project. To **evaluate** the performance of the project.

Project sponsor: You have authority over the project, for example in terms of funding/high level approval.

Project stakeholder: You are in some way impacted by the project.

Project manager: You have operational responsibility for the project.

Roles within project management

Project team: The group of people responsible for the implementation of the project.

Project influencer: You are not directly involved in the project but you can impact the project in some way.

Essential Vocabulary – Project Management

- **Business case:** The rationale for the project, highlighting potential costs and benefits.
- **Constraints:** Factors that you cannot change that impact the project, for example; regulation, resource and budget limitations.
- **Critical path:** The sequence of activities that need to be completed for the entire project to be successful.
- **Critical success factor:** Something identified as essential in achieving the project objectives.
- **Contingency plan:** Your plan B, if the original plan does not work.
- **Deliverable:** Something produced as a result of implementing the project.
- **Dependency:** Something that depends on the project or vice versa.
- **Deadline:** The date by which an activity needs to be completed.
- **Gantt Chart:** A project management tool that highlights tasks, duration, resources and dependencies.
- **Milestone:** A key event in the lifecycle of a project.
- **Resources:** Everything needed to deliver a project.
- **Risk log:** Defines the likelihood and impact of risks related to a project and mitigating actions.
- **Scope:** The definition of what a project should achieve.
- **Slack:** Acceptable delays that don't impact the project deadline.

Quote of the month

How does a project get to be a year late? One day at a time. (Fred Brooks)

Project Management Jargon

Yeah, the project has been given a **greenlight!** (approval)

We are on the **right track!** We are making good progress.

We don't need this **gold plating!** (unnecessary additional features)

The project is up in the air. We are not sure about its continuation.

We are in real danger of **mission creep** (the scope of the project is growing in an uncontrolled way)

Let's **kick off** this project! (let's start!)

We need to **go back to the drawing board.** We need to rethink the scope of the project.