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Simple Guide to the Most Important Project Management Terminology



Idea

The present guide provides a list of the most important terms used in the field of project management, alongside the definition for each term. The terms are classified based on the stages of the project lifecycle.

Content

- The terms related to project initiation
- The terms related to project planning
- The terms related to monitoring and review
- The terms related to project closure.

Aims ?

- Identify the basic terms related to project management.
- Clarify the differences between similar terms to avoid ambiguity.
- Inform the members of non-profit organizations of the English vocabulary connected to various sources of information.
- Strengthen the managers' background in the field.

Impact

Enabling the team members to increase their vocabulary about the terms related to one of the most important fields of work in the non-profit sector.

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In this Guide you will find the most important project management terms and their definitions .The terms are divided based on the stages of the project lifecycle.

Initiation Stage

Project

A project is defined as a sequence of tasks that must be completed to attain a certain outcome .According to the Project Management Institute) PMI ,(project refers to” any temporary endeavor with a definite beginning and end .“Depending on its complexity ,it can be managed by a single person or hundreds.

Project Portfolio

A project portfolio is a collection of projects ,programs and processes that are managed together and optimized for the financial and strategic goals of an organization .A portfolio can be managed at either the functional or the organizational level .It represents a more strategic planning commitment to continuously optimize the allocation ,prioritize and schedule the resources across many projects.

Stakeholders

Project stakeholders are entities within or outside an organization that sponsor a project ,or have an interest or gain in the successful completion of the project .These entities may have a positive or negative impact on the project delivery process.

Project Scope

Project scope is the part of project planning that involves determining and documenting a list of specific project goals ,deliverables ,tasks ,costs and deadlines .The documentation of a project’s scope is called a scope statement or terms of reference .It explains the boundaries of the project ,establishes responsibilities for each team member and sets up procedures for how completed work will be verified and approved.

Project Charter

A project charter is a formal ,typically short document that describes your project in its entirety — including what the objectives are ,how it will be carried out ,and who the stakeholders are .It is a crucial ingredient in planning the project because it is used throughout the project lifecycle.

Project Proposal

A project proposal is a written document outlining everything stakeholders should know about a project, including the timeline ,budget ,objectives ,and how to achieve them.

Sustainability

Sustainability is the ability of an organization to continue its mission or program far into the future .All projects have to end eventually ,but the project impact should continue .A project or organization can be sustainable in three main categories :organizational ,financial ,and community sustainability.

Planning Stage

Planning

Planning is the process of thinking regarding the activities required to achieve a desired goal.

Critical Path Method

Critical path method)CPM(is the series of tasks that must be done in order and in the right amount of time in order to complete a project on time.

Baseline

Baseline is an initial plan you create with stakeholders ,defining the project expectations and deliverables, including schedule ,scope ,and cost.

Input

Input is any resources used to create goods and services.

Project Operations

Project operations are the steps and repetitive tasks that are required for business administration .They do not have a defined end date and they do not produce anything unique.

Project Control

Project control oversights and reviews from a higher authority with a view to knowing how the business is going ,and ensuring that available resources are used according to the objective plan.

Project Portfolio

Project portfolio management is the centralized management of the processes ,methods ,and technologies

used by project managers and project management offices to analyze and collectively manage current or proposed projects based on numerous key characteristics.

Supply Chain Management (SCM)

Supply chain management (SCM) manages the flow of goods, data, and money related to a product or service, from the procurement of raw materials to the delivery of the product and to its final destination.

Monitoring and Review Stage

Budget

The money that is available to an organization or person, or a plan and how it will be spent.

Schedule

Scheduling in project management is the listing of activities, deliverables, and milestones within a project. A schedule also usually includes a planned start and finish date, duration, and resources assigned to each activity.

Quality

In project management, quality is simply what the customer or stakeholder needs from the project deliverables. Project quality management can be simply defined as the combination of quality planning, quality assurance and quality control activities.

Closings Stage

Closing

The closing phase of project management is the final phase of the project lifecycle. This is the stage where all deliverables are finalized and formally transferred, and all documents are signed off, approved, and archived.

Outcomes

Outcomes are the final results, occurrences, or changes in conditions, behavior, or attitudes that indicate progress toward a project's goals. Outcomes are specific, measurable, and meaningful.

Impact

An impact can be positive and negative ,primary and secondary .It refers to the long-term effects produced by a development intervention ,directly or indirectly ,intended or unintended.

Goal

Project management goals are project objectives that involve developing plans ,implementing strategies, executing the project to completion and accomplishing business plans .These goals may rely on a project's outcome ,employee performance or completion of a larger company goal.

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