

Glossary of project management terms

Term	Technique	Meaning
Ambassador User	Agile	The member of the team who represents the interests of the product's end users and reports on feedback
Black Belt	Six Sigma	A full-time member of staff responsible for overseeing a Six Sigma process
Blueprint	MSP	A document showing how the organisation will look on completion of the programme
Checkpoint report	PRINCE2	A regular short report to the Project Manager on progress on a Work Package.
Closing a Project	PRINCE2	The formal process of ending a project, reporting on lessons learned, and handing responsibility back to the organisation
Continuing Business Justification	PRINCE2	The principle that a project's authorisation is based on its costs and intended benefits, and may be closed if the benefits are no longer likely to accrue
Define Measure Analyse Improve Control	Six Sigma	Stages in implementing a Six Sigma process
Development team	Agile	A team of people undertaking work on the product
Done	Agile	A task that has been finished and requires no further work.
Exception	PRINCE2	An occasion when the project's current or predicted output is out of tolerance
Executive sponsor	Agile	The member of the team responsible for representing the interests of the organisation
Governance themes	MSP	The elements required to create a programme plan
Highlight report	PRINCE2	A regular short report to the Project Board summarising progress against profile and identifying areas of concern
Issue	PRINCE2	A change in the project environment that has occurred and may need changes to the operation
Lessons learned	PRINCE2	A continuous process during and at closure of a project where +ve and -ve lessons are captured to inform current and future practice
MoSCoW	Agile/PRINCE2	A scoping tool dividing functionality into Must have, Should have, Could have, and Won't have for now
PINO (PRINCE In Name Only)	PRINCE2	A project that is claimed to be run on PRINCE2 principles but in fact only uses some of its terminology

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PESTLE		Planning tool: Political, Economic, Social, Technological, Legal, Environmental
Prioritised Requirements List	Agile	Output of a scoping exercise
Problem Statement	Six Sigma	A document summarising the issue that the Six Sigma process is intended to address
Product backlog	Agile	Items required but not yet done for the product
Product Owner	Agile	The member of the team who represents the interests of the product's end users and the business
Product-based planning	PRINCE2	The principle that a project should work from the intended product in defining the work and resources needed.
Programme Plan	MSP	A plan showing the intended activities in the programme, resources and outputs
Project Board	PRINCE2	The committee delegated authority by the organisation to oversee the project from start to finish
Project executive	PRINCE2	The member of the Project Board responsible for representing the interests of the organisation
Project manager	PRINCE2	The person responsible for reporting progress to the Project Board, allocating Work Packages, and monitoring risks, issues and change
Projects Dossier	MSP	The group of projects coming with a programme
Risk	PRINCE2	A factor in the project environment that may affect the delivery of the project benefits
Risk appetite	PRINCE2	The extent to which an organisation is willing to accept that a project may not deliver its benefits, or to allocate resources to mitigate the risk
Risk owner	PRINCE2	Names individual responsible for reviewing a risk's likelihood and impact and highlighting changes
Scrum	Agile	A meeting at which tasks are assigned and progress reported on
Scrum Master	Agile	The member of the team who facilitates a Scrum and ensures it follows agile principles
Senior Supplier	PRINCE2	The member of the Project Board who represents the interests of those involved in creating the product
Senior User	PRINCE2	The member of the Project Board who represents the interests of the product's end user
Sprint	Agile	A period of work on items between scrums
Stage	PRINCE2	A formally-defined subdivision of the project at which progress is reviewed

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		before the next stage is authorised (minimum of two)
SWOT		Planning tool: Strengths, Weaknesses, Opportunities, Threats
Tailoring	PRINCE2	The principle that all requirements of the method can be varied or dropped to suit the organisation and the task
Team leader	Agile	The person responsible for reporting progress, holding Scrums, and monitoring risks, issues and change (see Scrum Master)
Timebox	Agile	The fixed period allowed for a Sprint
Tranche	MSP	A group of projects addressing a single strategic aim
User stories	Agile	A layperson's description of how a user expects to interact with and benefit from a product to assist in deciding scoping
Validation of Benefits	MSP	Objective pre-defined criteria for the measurement of the impact of a programme
Value Stream	Six Sigma / Lean	Analysis of a production process in terms of costs and outputs at each step
Vision Statement	MSP	A document summarising the strategic objectives of a programme
Visionary	Agile	The member of the team responsible for ensuring usability of the product
Work Package	PRINCE2	A task, with defined resource, products, timescale and quality criteria

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