### Glossary

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| **Name** | **Description** |
| Project Budget | The estimated sum of money required to complete a project. |
| Project Viability | If the project can be achieved within the budget and time available. |
| Project kick-off | The official launch of the project; the point at which details of the project are promoted. The kick-off will only happen after some initial investigation to establish that the project is viable, such as: Can the client afford it? Can it be done within the timescale? Is it technically possible? |
| PID (Project Initiation Document) | Defines the project and state its scope. The scope of the project defines the boundaries that the project must work within. The PID should include the following details:   * Purpose and justification of the project. * Deliverables and success criteria for each one. * Constraints the project must work within.   + How the project will be approached (carried out) to meet its objectives. * The structure of the project team. * The project team's roles descriptions (what each person will do and is responsible for). |
| Scope | Project scope is the part of project planning that involves determining and documenting a list of specific project goals, deliverables, features, functions, tasks, deadlines, and ultimately costs. In other words, it is what needs to be achieved and the work that must be done to deliver a project. |
| Project Management and Control | Monitoring and control techniques can be split into three areas:   * project plan monitoring, * project budget monitoring, * monitoring through regular status and/or stage reporting and monitoring carried at different levels by the project team |
| Functional Requirements | The main things that the user expects from the software. |
| Benchmark | A point of reference that provides a measurement against which a comparison can be made. |
| Quality Standards | Ensures that each stage of the project is achieved. |
| Milestone | A reference point that marks a major point and is used to monitor the project’s progress. |
| Interim Reviews | Allows the project manager to assess progress and check if the project goals and objectives are being achieved. |
| Deadline | A date set by which a project task should be completed. |
| Stakeholders | Anyone with an interest in the project. Can include those who have an interest In or can affect or are affected by the computing project. They can be internal or external and at senior or junior level. |
| Gantt Chart | A bar chart which provides a graphical illustration of a schedule that helps to plan, coordinate and track all the tasks in a project against a baseline. |
| Resource List | A list of all the staff,equipment and raw materials required for a project along with their associated costs. Staff will usually have an hourly rate or annual salary, while equipment and materials will usually be fixed costs. |
| Cost Plan | Allocating the budget to the various parts of the project eg; design and development. |
| Regression Testing | Regression testing is a type of software testing that seeks to uncover new software bugs. or regressions. in existing functional and non-functional areas of a system after changes such as enhancements, patches or configuration changes have been made to them. |
| Project Checkpoint Report | PCR at a specific stage of a project. You may need to refer to the PID, Gantt chart, Resource list and cost plan to enable you to produce you report. |
| Work Package Tolerance Status | * Time * Cost * Quality (ISO/IEC 25010:2011) |
| Lesson Learned | A summary report which brings together any insights gained during a project that can be usefully applied on future projects.This includes factors and actions that supported success and learning from what did not go well. |
| Modules | Part of a large software system that carries out a specific business role: for example, different departments will use different modules within a full system, e.g. Human Resources will use a payroll module to calculate staff wages. During development, each module is likely to be built and tested independently,often by  different groups of developers and testers. |
| Internal Project Risks | * Staff error. * Laptop theft. * Data theft by disgruntled staff. * Password types/sharing, policies not followed. * Staff use of computer systems not monitored. |
| External Project Risks | * Malware attacks through email messages, Trojan horses, phishing, hackers. * Firewalls, antivirus software and security patches are not updated. |
| SMART Targets - Acronym | * Specific * Measurable * Attainable/Achievable * Relevant/Realistic * Time bound |
| Contingency Plan | Identifies situations outside the organisation's control and sets out possible ways to accept, avoid or respond to the risk |
| IEC | Internal Electrotechnical Commission |
| ISO | Internal Organisation for Standardisation |
| ISO/IEC 25010:2011 | * Portability * Functional * Performance * Compatible * Usability * Maintainability * Secure * Reliability |
| World Wide Web Consortium (W3C) | * Perceivable * Operable * Understandable * Robust |