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](https://pmief.org/library/resources)

P21 Partnership for 21st Century Learning: [ProjectManagement.P21.org](http://projectmanagement.p21.org/)

Buck Institute for Education MyPBLWorks: [My.PBLWorks.org](https://my.pblworks.org/)

Edutopia Project-Based Learning: [Edutopia.org/Project-Based-Learning](http://www.edutopia.org/project-based-learning)