

Vocabulary – Management terms

Business case: A document or argument explaining why a project should happen, what value it will create, what resources it needs, and how success will be measured.

Project management: The process of planning, organizing, executing, monitoring, and closing a project to achieve specific objectives on time, within budget, and with the right quality.

Scope: The exact limits of a project — what is included and what is not.

Roadmap: A broad plan showing the main stages or priorities of a project over time.

Milestone: A key step or checkpoint in a project.

Objective: A specific goal that the project or team wants to achieve.

Resource allocation: Deciding how time, money, people, and tools will be assigned to tasks.

Deliverable: A concrete result produced by a project, such as a report, product, or feature.

Workflow: The sequence of tasks or steps needed to complete work.

Checklist: A list of tasks or checks used to make sure nothing is forgotten.

Stakeholder: Anyone who has an interest in the project and may be affected by its results.

Cross-functional collaboration: People from different departments or specialties working together.

Accountability: Being responsible for actions and results.

Ownership: Clear responsibility for a task or project area.

Alignment: Agreement on goals, priorities, or expectations.

Data-driven decision-making: Making choices based on data and evidence rather than only on intuition.

Predictive system: A system that uses data to estimate what may happen next.

KPI: Key Performance Indicator; a measurable value used to track progress or success.

Iterative delivery: Delivering work in small stages, testing and improving it step by step.

Forecasting: Predicting future trends or results using available information.

Risk management: Identifying possible problems and deciding how to reduce them.

Dependency: A task or person that another task depends on.

Change control: A process for managing changes so that a project does not become uncontrolled.

Mitigation: Actions taken to reduce the impact of a risk.

Contingency plan: A backup plan if something goes wrong.

Scalability: The ability of a project, team, or company to grow without losing efficiency.

Continuous improvement: Making regular small improvements over time.

Efficiency: Doing work well with minimum waste of time or resources.

Transparency: Clear and open communication about decisions, progress, or problems.