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**Introduction to**

**Project Management Terminology**

**Course Worksheets**

**Dynamic Solutions**

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**Project Life Cycle**



**Exercise 1: Match the term with its definition or attributes**

|  |  |
| --- | --- |
|  **TERM** | **DEFINITION/ATTRIBUTE** |
| **\_\_\_\_ 1. Project Manager** | **A. Turns cartwheels at the thought of your project** |
| **\_\_\_\_ 2. Project Champion** | **B. The centralized management of a collection of projects or programs** |
| **\_\_\_\_ 3. Product** | **C. The person responsible for providing the financial resources for the project** |
| **\_\_\_\_ 4. Project Management** | **D. A temporary endeavor undertaken to create a unique product service or result** |
| **\_\_\_\_ 5. Deliverable** | **E. A group of related projects or processes managed in a coordinated way** |
| **\_\_\_\_ 6. Functional Manager** | **F. Any unique and verifiable product, result, or capability to perform a service** |
| **\_\_\_\_ 7. Process** | **G. The person assigned by the organization to manage the project** |
| **\_\_\_\_ 8. Project** | **H. The person who represents a functional department whose skills are necessary for planning and implementation of the project.**  |
| **\_\_\_\_ 9. Project Sponsor** | **I. An ongoing series of actions which lead to an end result** |
| **\_\_\_\_10. Program** | **J. The application of knowledge, skills, tools and techniques to project activities to meet project requirements** |
| **\_\_\_\_11. Portfolio Management** | **K. The person that “loans” out their employees to work on project teams** |
| **\_\_\_\_12. Team Member** | **L. A quantifiable artifact that is produced** |

**Exercise 2: Interpreting the Stakeholder Analysis**



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**With your team, answer the following questions:**

1. What is your interpretation of the data in this Stakeholder Analysis?
2. What can you do to convince the “low interest” stakeholders of the importance of your project?
3. How would you deal with the powerful, highly interested supporters?

**Exercise 3 – Project or Operation?**

**Which of the activities below are projects? Which ones are operations? Which ones are neither?**

|  |  |
| --- | --- |
| Quarterly inventory cycle counts |  |
| Moving the engineering lab to a new location |  |
| Improving sales by 10% |  |
| Bringing a new product to market |  |
| The Help Desk’s 24/7 operations |  |
| A department’s annual Holiday Party |  |
| Distribution of payroll checks |  |
| Implementation of a software package |  |
| Adding regulatory labels to a product |  |
| Adding a new option to a current product |  |

**Action Planning**

1. As a result of this training, what do I need to do when I go back to my job, within the next 2-3 days?

Within the next few weeks?

1. Whom do I need to update or brief?
2. What, if any, courses do I need to sign up for next?