# Project Management:
# Essential Terms

Understanding these project management terms is crucial for effective project planning, execution, and control. They provide a common language and framework for project managers to communicate with stakeholders, track progress, and make informed decisions. By mastering these concepts, project managers can navigate challenges, mitigate risks, and ensure successful project outcomes.

**Project:** Temporary endeavor with defined objectives, timelines, and resources, managed using project management methodologies.

**Scope Creep:** Uncontrolled expansion of project scope, leading to additional work and potential delays.

**Triad of Constraints:** Primary factors influencing every project: scope (what), time (when), and cost (how much).

**Milestones:** Significant points in the project timeline marking completion of major phases or deliverables.

**Stakeholders:** Individuals or groups impacted by the project, such as clients, team members, sponsors.

**Scope:** Defined boundaries and deliverables of a project, including what is included and excluded.

**Project Life Cycle:** Phases a project goes through from initiation to closure: initiation, planning, execution, monitoring and controlling, closure.
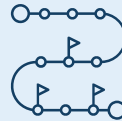
**WBS:** A hierarchy of project tasks broken down into smaller, manageable components.

**Baselines:** Reference points for measuring and monitoring project performance, including scope, schedule, and budget.

**Change Management:** Process for systematically managing changes to project scope, schedule, and resources.

**Courses**

- Project Management Essentials
- Agile and Scrum Project Management
- Microsoft 365 Tools for Project Management