

# PROJECT MANAGEMENT GLOSSARY



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accountability	the fact of being responsible for what you do and able to give a satisfactory reason for it
acumen	skill in making correct decisions and judgments in a particular subject such as business or politics
action point/action item	a job for a particular person or group to do following a meeting or a report
agile	a cyclical, modern, more flexible approach to project management where the project is broken up into short phases called sprints
allocation	the assigning of resources for scheduled activities in the most efficient way possible
analytical	using reasoning
assign (vb)	to give a particular job or piece of work to someone
authorisation	permission
backlog	a large number of things that should have been done before and must be done now
baseline	a minimum or starting point used for comparisons
bid (bid - vb)	an offer to do something when you are competing with other people to do it
billable task	a task that a professional does for clients and for which the clients will have to pay
bottleneck	a work stage where the inflow of workload is greater than the capacity of the system, therefore hindering the smooth flow of work
brainstorming	a process whereby a group of people meet to suggest a lot of new ideas for possible development
bug	any problem or issue that affects the functionality of a product