

Indian Standard

PROJECT MANAGEMENT — GLOSSARY OF TERMS

(*Second Revision*)

FOREWORD

This Indian Standard (Second Revision) was adopted by the Bureau of Indian Standards, after the draft finalized by the Management and Productivity Sectional Committee had been approved by the Management and Systems Division Council.

Project management is the discipline of organizing and managing resources in such a way that these resources deliver all the work required to complete a project within defined scope, time and cost constraints. It is the application of knowledge, skills, tools and techniques to a broad range of activities in order to meet the requirements of the particular project.

Project management is a carefully planned and organized effort to accomplish a specific (and usually) one-time effort. It includes developing a project plan, which includes defining project goals and objectives, specifying tasks or how goals will be achieved, what resources are needed, and associating budgets and time limit for completion. It also includes implementing the project plan, along with careful controls to stay on the 'critical path', that is, to ensure the project is being managed according to plan. Project management usually follows major phases, including feasibility study, project planning, implementation, evaluation and support/maintenance.

Its concepts and applications have expanded considerably during the recent years, thereby making it important to define the various terms used in order to avoid ambiguities in their interpretation during usage.

This standard was originally published in 1974 and then revised in 1985. This revision has been formulated to include many additional terms relating to project management. Some of the terms in earlier version have been redefined in the light of latest developments and experience gained.

This standard defines the terms commonly used in project management so as to facilitate communication and the spread of knowledge in its practice. These definitions have been primarily divided into three sections, namely, Section 1 Organization and management; Section 2 Planning; and Section 3 Review procedures for project coordination and control. Within the respective sections, the definitions have been arranged in alphabetical order to facilitate its reference.

The composition of the Committee responsible for the formulation of this standard is given in Annex A

1 SCOPE

This standard gives definitions of terms relating to project management.