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Commonly used phrases in Project Management:

1. Paradigm shift - A fundamental change in approach or underlying assumptions
"The adoption of renewable energy sources represents a paradigm shift in the power industry."
2. Bleeding edge - The very forefront of technology or innovation
"We're developing bleeding edge solutions in AI to stay ahead of the competition."
3. Blue sky thinking - Creative and not limited by current beliefs or practices
"We need some blue sky thinking to solve this complex problem."
4. Boil the ocean - To undertake an impossible or overly ambitious task
"We can't boil the ocean; let's focus on achievable goals."
5. Elephant in the room - An obvious problem or issue that people avoid discussing
"We need to address the elephant in the room regarding budget cuts."
6. Move the needle - To make significant progress or impact
"We need a strong marketing campaign to move the needle on sales."
7. Best practice - The most effective and efficient way of doing something.
"Following industry best practices can help improve our processes."
8. Best of breed - The best product or service in its category
"We aim to be the best of breed in customer service."
9. Back to the drawing board - To start over
"This approach didn't work; we need to go back to the drawing board."
10. Low-hanging fruit - The easiest tasks or targets
"Let's focus on the low-hanging fruit to achieve quick wins."
11. Out of my purview - Definition: This phrase indicates that something is beyond one's area of responsibility or expertise.
Example: "I'm sorry, but this issue is out of my purview. You'll need to consult with the legal department for further assistance."
12. In flux - Definition: This phrase describes a situation that is in a state of constant change or uncertainty.
Example: "The project timeline is still in flux, so we might need to adjust our schedules accordingly."
13. Back to square one - This phrase means to return to the beginning of a project or process, typically because the current approach has failed or is not satisfactory.
Example: "The prototype didn't meet the requirements, so we're back to square one with the design."
14. Resource Contention - Definition: Resource contention occurs when multiple projects compete for the same resources, leading to potential conflicts or delays.
Example: "Resource contention may arise when multiple projects compete for the same resources."



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15. Earned Value Management (EVM) - Definition: EVM is a project management technique that tracks the value of work completed against the actual costs.
Example: "EVM provides insights into project performance by measuring earned value against actual costs."
16. Critical Path Analysis - Definition: Critical path analysis identifies the sequence of tasks that determine the shortest possible duration for completing a project.
Example: "We need to perform critical path analysis to identify tasks critical to project completion."
17. Regression Testing - Regression testing ensures that changes or updates to software do not adversely affect existing functionality.
Example: "Regression testing is necessary after each software update to ensure existing functionality remains intact."
18. Project Retrospective - A project retrospective is a meeting held at the end of a project to review what went well, what could be improved, and lessons learned.
Example: "The project retrospective allows the team to reflect on successes and areas for improvement."
19. Impact Analysis - Impact analysis assesses the potential effects of proposed changes on a project's scope, schedule, and resources.
Example: "An impact analysis is conducted to assess the effects of proposed changes on the project."
20. Project Baseline - Definition: A project baseline is a reference point that establishes the original plan for a project, against which progress is measured and deviations are tracked.
Example: "We've established a project baseline to track deviations from the original plan."
21. User Acceptance Testing (UAT) - Definition: UAT involves end-users testing the software to confirm it meets their requirements and functions as expected in real-world scenarios.
Example: "UAT involves end-users testing the software to confirm it meets their requirements."
22. Work Breakdown Structure (WBS) - Definition: A WBS breaks down project tasks into smaller, manageable components, providing a hierarchical view of the project's deliverables.
Example: "The WBS breaks down project tasks into smaller, manageable components."
23. Cost Benefit Analysis (CBA) - Definition: CBA evaluates whether the benefits of a project outweigh its costs, helping stakeholders make informed decisions.
Example: "CBA evaluates whether the benefits of a project outweigh its costs."
24. Resource Levelling - Resource levelling ensures a balanced distribution of resources across project tasks to prevent resource shortages or overloads.
Example: "Resource levelling ensures a balanced distribution of resources across project tasks."
25. Technical Feasibility - Technical feasibility assesses whether proposed solutions can be implemented given available technology, resources, and expertise.
Example: "A technical feasibility study assesses whether proposed solutions can be implemented."
26. Scope Creep - refers to the unauthorized expansion of project scope, leading to increased costs, delays, and risks.
Example: "We must monitor for scope creep to prevent project scope from expanding beyond control."



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27. Continuous Integration (CI) - CI practices automate code integration and testing, allowing developers to detect and fix issues early in the development process.

Example: "CI practices streamline code integration and identify issues early in the development process."

28. Beta Testing - Definition: Beta testing involves releasing a pre-release version of a product to a select group of users for real-world testing and feedback.

Example: "We'll invite users to participate in beta testing to gather feedback before the official launch."

29. Intake Process

Definition: The intake process is the initial phase of project management where new project requests are gathered, reviewed, and prioritized before being approved and initiated. This process ensures that only viable and valuable projects are undertaken.

Example: A company receives multiple project proposals from various departments. The intake process involves evaluating these proposals based on strategic alignment, resource availability, and potential ROI, and then approving the ones that meet the criteria.

30. Project Re-baseline

Definition: Project re-baseline refers to the process of adjusting the project plan, schedule, and budget to reflect changes in project scope, timelines, or resources. This helps in setting a new standard for measuring project performance.

Example: During the development of a new software product, the client requests additional features. As a result, the project manager re-baselines the project to accommodate the increased scope and extended timeline.

31. Change Control

Definition: Change control is a systematic approach to managing all changes made to a project. It involves documenting, evaluating, approving, and implementing changes to ensure they do not negatively impact project objectives.

Example: During a bridge construction project, a change request is submitted to use a different type of concrete. The change control process involves evaluating the impact on cost, schedule, and quality before deciding whether to approve the change.