

المصطلح	التعريف
<b>Project selection</b>	involves viewing the project within the context of the entire <b>project portfolio</b> , and selecting those projects that contribute to <b>balance</b> in the portfolio
<b>Project initiation</b>	involves creating and assessing goals and expectations for a new system
<b>Feasibility study</b>	is concerned with insuring that technical, economic, and organizational benefits outweigh costs and risks
<b>Systems Prototyping</b>	Generally Leads To A Functional System
<b>Throwaway Prototyping</b>	Generally Leads To Understanding The User Requirements And Design Considerations More <b>Quickly</b>
<b>Waterfall Development Methodologies</b>	Stress Thorough Use Of The SDLC And Can Lead To Longer Project Completion Times
<b>Parallel Methodology</b>	Generally Break The Project Into Subprojects <b>A Series Of Versions</b>
<b>Rapid Application</b>	Generally Result In Shorter Time To Develop And Implement.
<b>Iterative Methodology</b>	Have Various Releases
<b>Agile Development</b>	A Group Of Programming-Centric Methodologies That Focus On Streamlining The SDLC.
<b>Extreme Programming</b>	Emphasizes Customer Satisfaction And Teamwork
<b>Staffing Plan</b>	describes the kinds of people working on the project
<b>Project Charter</b>	describes the project's objectives and rules
<b>Functional Lead</b>	manages a group of analysts
<b>Technical Lead</b>	oversees progress of programmers and technical staff members
<b>motivate your team members</b>	1-Recognition 2- Achievement 3-The work itself 4- Responsibility 5-Advancement 6- Chance to learn new skills
<b>Handling Conflict</b>	<ol style="list-style-type: none"> <li>1. Clearly define project plans</li> <li>2. Recognize project importance to organization</li> <li>3. Project charter listing norms and ground rules</li> <li>4. Develop schedule commitments ahead of time</li> <li>5. Forecast other priorities and their possible impact on the project</li> </ol>
<b>Standards</b>	<p>created to ensure that team members are performing tasks in the same way and following the same procedures</p> <ul style="list-style-type: none"> <li>• <b>Examples : Formal rules for naming files</b> <ul style="list-style-type: none"> <li>• <b>Forms indicating goals reached</b></li> <li>• <b>Programming guidelines</b></li> </ul> </li> </ul>
<b>CASE stands for</b>	Computer aided software engineering
<b>Documentation</b>	Project binder - Table of contents- Continual updating
<b>Time boxing</b>	1-Fixed deadline 2- Reduced functionality, if necessary 3-Fewer "finishing touches"
<b>Managing Risk</b>	1-Risk assessment 2- Actions to reduce risk 3-Revised assessment
<b>Classic Mistakes</b>	1-Overly optimistic schedule 2- Failing to monitor and update schedule 3-Adding people to a late project