**Project Management Terms and Definitions**

1. **Project Management** –involves planning, monitoring, and coordinating all aspects of a project, andthe motivation of all those involved, in order to achieve desired results.
2. **Project Management Techniques**
   1. Understand the Project
   2. Research and Summarize
   3. Cite the Source
   4. Working on the Project
   5. Group Work
   6. Time
   7. Time Management
3. **Project Management Planning Process** –involves planning, monitoring, and coordinating projects.During the process there are several questions you will encounter with your project team.
4. **Project Management Organizational Tools**
   1. *Task List and Schedule* –are used to identify tasks that need to be completed before others can

start. It allows the project team to determine the several factors in a project planning.

1. *Gantt Chart* –referred to as a project timeline. It consists of bar graphs that help plan andmonitor project development or resource allocation on a horizontal time scale.