Professional Certificate in Leadership for Detective Commander in Serious Banking and Commercial Crime Investigation

Project Management for Detective Commanders

Acceptance Criteria:
Acceptance Criteria are predefined standards or requirements that a project or deliverable must meet to be accepted by the customer or stakeholders. They are used to evaluate the success of a project or deliverable and are typically documented in the project scope statement.

Activity:
An activity is a task or work that needs to be completed as part of a project. Activities are usually listed in a project schedule along with their duration, resources required, and dependencies on other activities.

Agile Project Management:
Agile Project Management is an iterative approach to managing projects that focuses on delivering value to the customer through continuous improvement and flexibility. Agile methods allow for changes to be made throughout the project lifecycle in response to customer feedback and changing requirements. Scrum and Kanban are popular Agile methodologies.

Assumption:
An assumption is something that is believed to be true but has not been proven. Assumptions are made in project management to help make decisions and plan for the future. It is important to document assumptions so that they can be revisited and validated throughout the project.

Baseline:
A baseline is a reference point that is used to track and compare the progress of a project. Baselines are typically set for the project schedule, budget, and scope. Changes to the project are measured against the baseline to determine if the project is on track.

Benefits Management Plan:
A Benefits Management Plan is a document that outlines the expected benefits of a project and how they will be measured and realized. The plan includes a description of the benefits, the stakeholders who will benefit, and the metrics used to track the benefits.

Change Control:
Change Control is the process of managing changes to the project scope, schedule, or budget. Changes must be evaluated, approved, and implemented in a controlled manner to prevent scope creep and ensure that the project remains on track.

Communications Management Plan:
A Communications Management Plan is a document that outlines how project information will be

communicated to stakeholders. The plan includes the types of information to be communicated, the frequency of communication, and the methods of communication.

Constraint:
A constraint is a limitation or restriction that affects the execution of a project. Constraints can include time, budget, resources, or scope. Project managers must work within the constraints to deliver the project successfully.

Cost Management Plan:
A Cost Management Plan is a document that outlines how project costs will be estimated, budgeted, and controlled. The plan includes cost estimates for each project activity, a budget for the project, and procedures for monitoring and controlling costs.

Critical Path:
The Critical Path is the sequence of activities in a project that determines the shortest duration in which the project can be completed. Activities on the Critical Path have zero slack or float, meaning any delay in these activities will delay the project.

Deliverable:
A deliverable is a tangible or intangible product or result that is produced as part of a project. Deliverables are usually outlined in the project scope statement and must be completed to meet the project objectives.

Dependency:
A dependency is a relationship between two project activities where one activity is dependent on the other for successful completion. Dependencies can be categorized as finish-to-start, start-to-start, finish-to-finish, or start-to-finish.

Earned Value Management (EVM):
Earned Value Management is a technique used to measure the performance of a project by comparing the planned value, earned value, and actual cost of work performed. EVM helps project managers track project progress and forecast future performance.

Estimate:
An estimate is an approximation of the time, cost, or resources required to complete a project activity. Estimates are based on historical data, expert judgment, and other factors. It is important to document estimates and update them as more information becomes available.

Feasibility Study:
A Feasibility Study is an analysis of the viability of a project before it is initiated. The study assesses the technical, economic, legal, and operational aspects of the project to determine if it is feasible and worth pursuing.

Gantt Chart:
A Gantt Chart is a visual representation of a project schedule that shows tasks, durations, dependencies, and milestones. Gantt charts help project managers and stakeholders understand the project timeline and track progress.

Human Resource Management Plan:
A Human Resource Management Plan is a document that outlines how project resources will be acquired, managed, and released. The plan includes roles and responsibilities, staffing requirements, and a plan for team development.

Issue:
An issue is a problem or concern that arises during the course of a project. Issues must be identified, documented, and resolved promptly to prevent them from impacting the project's success. Issue logs are often used to track and manage issues.

Key Performance Indicator (KPI):
Key Performance Indicators are metrics used to evaluate the performance of a project or organization. KPIs are specific, measurable, achievable, relevant, and time-bound. They are used to track progress, identify trends, and make data-driven decisions.

Lessons Learned:
Lessons Learned are insights gained from the experience of completing a project. Lessons learned are documented at the end of a project and include what went well, what didn't go well, and recommendations for future projects. Lessons learned help improve project management practices.

Milestone:
A milestone is a significant event or achievement in a project that marks progress. Milestones are used to track project progress, communicate key accomplishments to stakeholders, and ensure the project stays on schedule.

Network Diagram:
A Network Diagram is a visual representation of the project activities and their dependencies. Network diagrams show the sequence of activities, critical path, and relationships between activities. They help project managers plan and schedule work effectively.

Objective:
An objective is a specific, measurable goal that a project is working towards achieving. Objectives should be clear, achievable, and aligned with the project's overall goals. Objectives help guide the project team and measure project success.

PERT Chart:
A PERT (Program Evaluation and Review Technique) Chart is a project management tool used to analyze and

represent the tasks involved in completing a project. PERT charts show task dependencies, durations, and critical path. They help project managers estimate project timelines.

Procurement Management Plan:
A Procurement Management Plan is a document that outlines how project resources, goods, and services will be acquired. The plan includes procurement requirements, contract types, and vendor selection criteria. It ensures that project procurements are managed effectively.

Quality Management Plan:
A Quality Management Plan is a document that outlines how project quality will be defined, measured, and assured. The plan includes quality standards, metrics, and procedures for quality control and quality assurance. It ensures that project deliverables meet stakeholder expectations.

RACI Matrix:
A RACI Matrix is a tool used to define roles and responsibilities for project tasks. RACI stands for Responsible, Accountable, Consulted, and Informed. The matrix helps clarify who is responsible for what in the project and prevents confusion.

Risk Management Plan:
A Risk Management Plan is a document that outlines how project risks will be identified, assessed, and managed. The plan includes risk identification techniques, risk response strategies, and risk monitoring procedures. It ensures that project risks are mitigated effectively.

Scope:
Scope refers to the boundaries of a project, including what is included and excluded from the project. The project scope statement defines the project’s objectives, deliverables, constraints, and assumptions. Managing scope is essential to project success.

Stakeholder:
A stakeholder is an individual or group who has an interest in the project or is impacted by the project’s outcome. Stakeholders can include customers, sponsors, team members, and the public. Engaging stakeholders is crucial for project success.

SWOT Analysis:
SWOT Analysis is a strategic planning tool used to identify the Strengths, Weaknesses, Opportunities, and Threats of a project or organization. SWOT analysis helps project managers understand the internal and external factors that may impact the project.

Time Management Plan:
A Time Management Plan is a document that outlines how project schedules will be developed, monitored, and controlled. The plan includes project milestones, critical path analysis, and techniques for schedule compression. It ensures that the project is completed on time.

Triple Constraint:
The Triple Constraint refers to the three key factors that must be managed in a project: scope, time, and cost. Changes to one constraint will impact the other constraints. Project managers must balance the triple constraint to deliver a successful project.

Validate:
Validation is the process of confirming that a deliverable meets the requirements and expectations of the customer or stakeholders. Validation ensures that the project is on track and that the deliverables are of high quality. It is often done through testing and review.

WBS (Work Breakdown Structure):
A Work Breakdown Structure is a hierarchical decomposition of the project scope into smaller, more manageable components. The WBS breaks down the project deliverables into work packages, tasks, and subtasks, making it easier to plan and track project progress.

Work Package:
A Work Package is the lowest level of the Work Breakdown Structure and represents a specific task or activity that needs to be completed. Work packages are assigned to team members, have defined durations and resources, and contribute to the completion of project deliverables.