
Administrative Assistant Certificate

Project Management for Administrative Assistants

Agile Project Management

Concept: A project management approach that values flexibility and collaboration over strict planning and control.

Related terms: Scrum, Kanban, iterative development

Scrum

Concept: A specific Agile methodology that uses short, fixed-length sprints to complete work in small, cross-functional teams.

Related terms: Agile Project Management, Product Backlog, Sprint Backlog

Kanban

Concept: A visual project management system that emphasizes continuous delivery and limits work-in-progress.

Related terms: Agile Project Management, Work in Progress (WIP) limits

Iterative Development

Concept: A development approach that involves repeated cycles of planning, development, testing, and review.

Related terms: Agile Project Management, Continuous Improvement

Product Backlog

Concept: A prioritized list of features, fixes, and improvements for a product or project.

Related terms: Agile Project Management, Scrum

Sprint Backlog

Concept: A list of specific tasks that a Scrum team commits to completing during a sprint.

Related terms: Agile Project Management, Scrum

Work in Progress (WIP) Limits

Concept: A limit on the number of tasks or projects that can be actively worked on at any given time.

Related terms: Agile Project Management, Kanban

Project Charter

Concept: A document that outlines the project's goals, scope, and participants.

Related terms: Project Management, Project Plan

Project Plan

Concept: A detailed document that outlines the steps, resources, and timeline for completing a project.

Related terms: Project Charter, Work Breakdown Structure (WBS)

Work Breakdown Structure (WBS)

Concept: A hierarchical decomposition of a project into smaller, more manageable components.

Related terms: Project Management, Project Plan

Gantt Chart

Concept: A visual representation of a project schedule, including tasks, dependencies, and deadlines.

Related terms: Project Management, Project Plan

Risk Management

Concept: The process of identifying, assessing, and mitigating potential threats to a project's success.

Related terms: Risk Register, Risk Mitigation Plan

Risk Register

Concept: A document that tracks and prioritizes potential risks to a project.

Related terms: Risk Management, Risk Mitigation Plan

Risk Mitigation Plan

Concept: A plan that outlines how to address and reduce the impact of potential risks to a project.

Related terms: Risk Management, Risk Register

Stakeholder Management

Concept: The process of identifying, engaging, and communicating with individuals or groups who are impacted by a project.

Related terms: Stakeholder Analysis, Stakeholder Communication Plan

Stakeholder Analysis

Concept: A process of identifying and evaluating the interests, needs, and expectations of stakeholders.

Related terms: Stakeholder Management, Stakeholder Communication Plan

Stakeholder Communication Plan

Concept: A plan that outlines how and when to communicate with stakeholders throughout a project.

Related terms: Stakeholder Management, Stakeholder Analysis

Change Management

Concept: The process of managing and controlling changes to a project or product.

Related terms: Change Request, Change Control Board (CCB)

Change Request

Concept: A formal request to make a change to a project or product.

Related terms: Change Management, Change Control Board (CCB)

Change Control Board (CCB)

Concept: A group that reviews, approves, or rejects change requests.

Related terms: Change Management, Change Request

Project Closure

Concept: The process of completing and wrapping up a project.

Related terms: Project Evaluation, Lessons Learned

Project Evaluation

Concept: The process of assessing a project's success and identifying areas for improvement.

Related terms: Project Closure, Lessons Learned

Lessons Learned

Concept: A documentation of insights and experiences gained during a project, which can be used to improve future projects.

Related terms: Project Closure, Project Evaluation

Project Management Institute (PMI)

Concept: A professional association for project managers, which offers certifications, standards, and resources.

Related terms: Project Management Professional (PMP), Agile Certified Practitioner (ACP)

Project Management Professional (PMP)

Concept: A certification offered by the Project Management Institute for experienced project managers.

Related terms: Project Management Institute (PMI), Agile Certified Practitioner (ACP)

Agile Certified Practitioner (ACP)

Concept: A certification offered by the Project Management Institute for project managers who specialize in Agile methodologies.

Related terms: Project Management Institute (PMI), Project Management Professional (PMP)

PMI Agile Certified Practitioner (PMI-ACP)

Concept: A certification offered by the Project Management Institute for project managers who specialize in Agile methodologies.

Related terms: Project Management Institute (PMI), Project Management Professional (PMP)

Scrum Alliance

Concept: A professional association for Scrum practitioners, which offers certifications and resources.

Related terms: Certified Scrum Master (CSM), Certified Scrum Product Owner (CSPO)

Certified Scrum Master (CSM)

Concept: A certification offered by the Scrum Alliance for practitioners who want to lead Scrum teams.

Related terms: Scrum Alliance, Certified Scrum Product Owner (CSPO)

Certified Scrum Product Owner (CSPO)

Concept: A certification offered by the Scrum Alliance for practitioners who want to manage product backlogs and prioritize work.

Related terms: Scrum Alliance, Certified Scrum Master (CSM)

Note: The above glossary terms and explanations are provided as a starting point for administrative assistants who want to learn about project management. For more in-depth information, consider taking a project management course or obtaining a certification from a professional association such as the Project Management Institute or Scrum Alliance.