



Section seven Glossary of project management terms

Activity/ies The things you will do as part of your project (for example, events, training courses, advice sessions, playgroups)

Aim(s) These are the changes you intend to bring about as a result of your project. (Often used in the phrase 'aims and objectives' – where objectives describe how you intend to achieve these aim/s.)

Baseline data Information that explains the situation you are starting with. This is normally measurable data, which you will be able to measure again at a later date in order to demonstrate difference you have made.

Context research Used here as an alternative for 'market research', and to refer to research an RCO can carry out to understand the environment in which they want to deliver a project.

Contingency This refers to either time or money that can be built in as 'extra' to allow for unforeseen events or unexpected changes.

Gantt Chart A project management tool often used to plan and track progress against time, with a particular emphasis on understanding how one area of a project relates to and is tied to another area.

Gated system A project management approach that uses 'gates' that are signed off by a Project Board as the primary means of maintaining an overview of project progress.

Infrastructure organisation Another name for a second-tier organisation. Infrastructure organisations provide guidance and capacity building support to voluntary and community organisations, most often in the areas of organisational development and community development.

Milestones Often used in connection with outcomes. Milestones are often 'targets' that an organisation has agreed to achieve by a certain date. They differ slightly from targets as the language implies they will be met (before the organisation moves on to reach the next milestone).

Objective(s) These describe how you intend to achieve your project's aims. (Often used in the phrase 'aims and objectives' – where the 'aims' describe what changes you want to bring about as a result of your project.)

Organisational strategy The organisation's overall direction with information on the particular approaches being taken, and why these have been chosen. An organisational strategy often outlines plans for three to five years. Some organisations use the term 'business plan'.

Outcome Defined by CES as *"the effects or changes brought about by the activities provided by an organisation"*. In other words the changes brought about by your work, and as a result of you realising your aims. Often used in connection with 'outputs' and 'milestones'.

Output Defined by CES as the *"detailed activities, services and products your organisation carries out or provides"*. In other words, what you do to realise your objectives. Also known as 'deliverables'.

Second-tier organisation Another name for an infrastructure organisation. Second-tier organisations provide guidance and capacity building support to voluntary and community organisations, most often in the areas of organisational development and community development.

Target group A group that you wish to 'target' (in the voluntary sector, normally people you would like to help).

Unrestricted funding Funding that has been given to your organisation without the donor having expectations as to what it should be spent on (it does still however need to be spent 'within the stated objects'). 'Restricted funding' is that which has been received by the organisation for a specific purpose, as stated by the donor, and cannot be used for any other purpose.

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