

Stakeholder Glossary

Term	Definition
Change	A modification to any of the approved requirements, which could impact the deliverable.
Change Log	A comprehensive list of all changes submitted during the project process, the decision to include/exclude those changes, and their status.
Change Management	The process by which the Project Manager/Lead will ascertain the ways in which the project deliverable will impact the stakeholders and determine the steps that must be taken to reduce or mitigate that impact.
Change Request	A formal proposal to modify an element of the approved project, such as the deliverable or baseline requirements.
Charter	A document that formally authorizes the existence of a project and provides critical information including scope, milestones, high-level potential risks, and assumptions. Usually completed by the Project Manager/Lead with the help of the Project Sponsor.
Communication Plan	Document outlining all the activities that must occur to effectively communicate project information to stakeholders, including what needs to be communicated, to whom, when, and by what method.
Expectation	Anticipation of the occurrence of a specific activity, development, or event.
Influence	The degree to which the stakeholder can positively or negatively influence the project.
Issue	A condition or situation that may have an impact on the project objectives.
Issue Log	A comprehensive list of all issues or concerns on the part of the stakeholder community.
Implementation Plan	Document that outlines the process identified for the initiative delivery including specifying who will be involved, how will the end product be introduced to the stakeholders, whether deployment will be staggered, how any issues that arise will be addressed, and the alignment with success criteria.
Lessons Learned	Exercise that identifies the knowledge gained during a project, including how project events were addressed, or should be addressed in the future for the purposes of improving the process and future performance.
Project	A temporary endeavor with a beginning and an end that delivers a unique product, service, or result.

Project Management	The application of knowledge, skills, tools, and techniques to project activities to meet the project requirements including Stakeholder Management.
Requirement	A condition or capability that is necessary to be present in a product, service or result to satisfy the business need or stakeholder need.
Stakeholder	An individual, group or organization that may affect, be affected by, or perceive itself to be affected by a decision, activity, or outcome of project.
Stakeholder Management Plan	A roadmap that documents the approach that will be used to effectively identify, engage, manage, and release stakeholders. These activities are critical to elevating the overall success of the project effort.
Stakeholder Analysis	The process of identifying the stakeholders of a particular project and the impact that the project will have on those stakeholders.
Subject Matter Expertise (SME)	Stakeholders can be subject matter experts in various elements of the project deliverables. Their expertise should be leveraged to ensure a successful project deliverable.
Stakeholder Register	A comprehensive listing of all stakeholders including their role with the project, communication preferences, their level of influence and how they will be impacted by the project process or deliverable.