Project Management Office Glossary

- **Discovery Phase** - The 5-week period immediately after the proposal phase during which IT Services researches the project defined in the charter with the goal of understanding the scope, systems impacted, and data and technologies used in the project in order to come to a firm understanding of the project and what is required to successfully complete it. During this phase projects are accepted or rejected and prioritized according to the needs of the requesting division and University.

- **Execution Phase**: 15-week period during which IT Services carries out the project plan that was developed during the discovery phase. Project managers, identified in the proposal phase, will be the primary point contact for updates on the project.

- **Portfolio**: A group of projects undertaken at the same time for an organization.

- **Project Charter** - document to formally define a project and request that it be completed.

- **Project Manager** - person tasked with seeing a project to completion and meeting or exceeding customer expectations. This person is the primary point of contact for the project and is also responsible for keeping stakeholders up to date on the project.

- **Proposal Phase** - The 4-week period at the beginning of an ITS project cycle during which IT Services solicits project requests, in the form of project charters, for the upcoming project cycle. The process begins as customers with ideas for IT projects to talk to their manager to develop and approve the idea approved. After approval, IT customers should
contact their IT representative for help in the development of a project charter.

• **Sponsor:** a person or group that provides resources and support for the project and to whom the project manager is accountable for success.

• **Stakeholder:** A person, group, or organization who may affect or be affected by a project.