TL Note – Key TechLauncher Project Vocabulary

Acceptance Criteria	List of criteria that will make implemented functionality acceptable. E.g., detail of individual fields, whether mandatory, what security, response times, system responses to inputs, etc.
Action	Something that is to be done, but consumes a negligible amount of time. E.g., Provide repository access to Shadow team.
Activity	High level description of work being undertaken. E.g., Investigation, Implement UI, etc.
Assumption	Something not guaranteed that underpins a commitment or decision for the project.
Change	A modification from an agreed commitment. E.g., Once a Statement of Work has been executed, modifications are changes and must be agreed by both team and client.
Client	Person or organisation engaging the team to undertake the project.
Constraint	Something resulting from a existing decision or situation that has an impact on the project.
Costs	Estimates of any costs underpinning or relevant to any commitments made by team or client.
Decision	Something of significance to be registered for the benefit of future teams or organisations involved in continuing to work with the project outcomes. E.g., Technology or design decision.
Deliverables	Outputs from the project that will be provided to the client. Not restricted to code. E.g., UI design, test plan, executables, user documentation, research report, etc.
Dependency	Something that must be provided/available at a specific point in the Project Roadmap.
Goal	Non measurable in degrees, but is target for an aspect of a future state. E.g., Create monitoring application for carbon emissions.
Issue	Something that is occurring and having an impact on the project. This may be an identified risk that has actually happened, or something else that has occurred.
Milestones	Significant checkpoints along the timeline of the project. E.g., Project planning complete, Audit 1, Project handover complete, etc. Often a milestone is based on non-trivial measurement performed by a third party stakeholder.
Need	High level description of something to be satisfied by the project. E.g., The need to store customer details. Once investigated will translate into requirement(s).
Objective	Measurable short-term target. An aspect of reaching a goal. E.g., 80% user satisfaction.
Outcome	A change in state resulting from undertaking activity (or activities). E.g., Release 1 available.
Output	An artefact created from project activities. E.g., Research report, User Story Map, Wireframe, test plan, code, test output, deployment instructions, etc.
Requirement	From high level to finest level of detailed descriptions of things to be satisfied by the project. Could be Functional or Non-functional.
Resources	Personnel, hours, availability, access, equipment, tools, etc from/for all those participating in the project – including both team and client.
Risk	Something identified as significant to the project that MAY happen and have an impact.
Roadmap	The schedule, deliverables, and milestones, mapped along the timeline for the project.
SoW	Statement of Work – documenting the agreement between client and team.
Schedule	What activities will be undertaken along a timeline. E.g., Research potential technologies, Sprint 1, User testing, etc.
Stakeholder	Persons or organisations who are sponsors (funding the project), Beneficiaries (mainly potential users), Participants (involved in undertaking the project), and Influencers (have some sort of influence on how the project is to be done).
Success Criteria	List of things that can be verified to show the project has satisfied the expectations of the client.
Task	Granular piece of work being undertaken. E.g., Research Database options, design UI, etc.
Team Charter	Documented record of the agreements made within the team as to how they will work together.
Timeline	From start to finish of the project – i.e., 12 weeks, plus 2 weeks mid semester break.
Vision	Long term/broad view of a future state. E.g., help households reduce carbon footprint.