TERMİNOLOJİ ÇALIŞMASI ETKİNLİĞİ

Aşağıda İngilizce tanımları verilen proje yönetimi ile ilgili 30 kavramdan 10'unun Türkçe karşılıklarını yazarak, her birini verilen tanımlarla tutarlı olacak şekilde,Türkçe olarak tanımlayınız (Tanımlarınız kendi ifadeleriniz OLMALI; verilen İngilizce tanımların bire-bir çevirisi ya da herhangi bir kaynaktan doğrudan alıntı OLMAMALIDIR).

Activity

An activity is an individual task needed for the completion of a project. It is the smallest discrete block of time and resources typically handled by PM software. It is a single task which needs to be done in a project. Multiple activities are related to each other by identifying their immediate predecessors. Solitary activities, which have no predecessors or successors, are allowed. Activities can also be called work packages, tasks, or deliverables.

Activity Duration

Activity duration specifies the length of time (hours, days, weeks, months) that it takes to complete an activity. This information is optional in the data entry of an activity. Work flow (predecessor relationships) can be defined before durations are assigned. Activities with zero durations are considered milestones (milestone value of 1 to 94) or hammocks (milestone value of 95 to 99).

Baseline Schedule

The baseline schedule is a fixed project schedule. It is the standard by which project performance is measured. The current schedule is copied into the baseline schedule which remains frozen until it is reset. Resetting the baseline is done when the scope of the project has been changed significantly. At that point, the original or current baseline becomes invalid and should not be compared with the current schedule.

Calendars

A project calendar lists time intervals in which activities or resources can or cannot be scheduled. A project usually has one default calendar for the normal work week (Monday through Friday), but may have other calendars as well. Each calendar can be customized with its own holidays and extra work days. Resources and activities can be attached to any of the calendars that are defined.

Control

Control is the process of comparing actual performance with planned performance, analyzing the differences, and taking the appropriate corrective action.

Critical Activity

A critical activity has zero or negative float. This activity has no allowance for work slippage. It must be finished on time or the whole project will fall behind schedule. (Non-

critical activities have float or slack time and are not in the critical path. Super-critical activities have negative float.)

Calculate Schedule

The Critical Path Method (Calculate Schedule) is a modeling process that defines all the project's critical activities which must be completed on time. The Calc tool bar button on the Gantt and PERT (found in most GUI-based PM software) windows calculates the start and finish dates of activities in the project in two passes. The first pass calculates early start and finish dates from the earliest start date forward. The second pass calculates the late start and finish activities from the latest finish date backwards. The difference between the pairs of start and finish dates for each task is the float or slack time for the task (see FLOAT). Slack is the amount of time a task can be delayed without delaying the project completion date. A great advantage of this method is the fine-tuning that can be done to accelerate the project. Shorten various critical path activities, then check the schedule to see how it is affected by the changes. By experimenting in this manner, the optimal project schedule can be determined.

Critical Path

There may be several paths within one project. The critical path is the path (sequence) of activities which represent the longest total time required to complete the project. A delay in any activity in the critical path causes a delay in the completion of the project. There may be more than one critical path depending on durations and work flow logic.

Early Finish

The Early Finish date is defined as the earliest calculated date on which an activity can end. It is based on the activity's Early Start which depends on the finish of predecessor activities and the activity's duration. (See EARLY START)

Early Start

The Early Start date is defined as the earliest calculated date on which an activity can begin. It is dependent on when all predecessor activities finish.

Finishing Activity

A finishing activity is the last activity that must be completed before a project can be considered finished. This activity is not a predecessor to any other activity — it has no successors.

Float

Float is the amount of time that an activity can slip past its duration without delaying the rest of the project. The calculation depends on the float type. See POSITIVE FLOAT, and NEGATIVE FLOAT. All float is calculated when a project has its schedule computed.

Free Float

Free float is the excess time available before the start of the following activity, assuming that both activities start on their early start date. Free float is calculated in the following way: FREE FLOAT = EARLIEST START OF FOLLOWING ACTIVITY – EARLIEST START OF

PRESENT ACTIVITY – DURATION OF PRESENT ACTIVITY On the activity's calendar, free float is the length of time from the end of the activity to the earliest Early Start date from among all of its successors. If the activity has no successors, the project finish date is used. Since free float is meaningless for hammocks, it is set to zero. For the common case where all lags are finish-to-start lags of zero, the free float represents the number of work days that an activity can be delayed before it affects any other activity in the project.

Gantt Chart

A Gantt chart is a graphic display of activity durations. It is also referred to as a bar chart. Activities are listed with other tabular information on the left side with time intervals over the bars. Activity durations are shown in the form of horizontal bars.

Histogram

A histogram is a graphic display of resource usage over a period of time. It allows the detection of overused or underused resources. The resource usage is displayed in colored vertical bars.
The ideal level for a resource on the screen is indicated by another color (typically red). The vertical height is produced by the value specified in the maximum usage field of the Resource Label window. (The printed histogram uses a horizontal line to display the maximum usage set in the Resource Label window.) If the resource bar extends beyond the red area for any given day, resources need to be leveled (or spread out) for proper allocation. The resource histograms should be checked after resources are assigned to the project activities.

Lag

Lag is the time delay between the start or finish of an activity and the start or finish of its successor(s). See FINISH-TO-FINISH LAG, FINISH-TO-START LAG, and START-TO-START LAG.

Late Finish / Late Start

Late Finish dates are defined as the latest dates by which an activity can finish to avoid causing delays in the project..
Late Start dates are defined as the latest dates by which an activity can start to avoid causing delays in the project. Many PM software packages calculate late dates with a backward pass from the end of the project to the beginning.

Milestones

A milestone is an activity with zero duration (usually marking the end of a period).

Network Diagram

A network diagram is a graphic representation of activity sequence and relationships. Activity boxes are connected together with one-way arrows to indicate precedence. The first activity is placed on the left side of the diagram with the last activity on the right side.

Parallel Activities
Parallel activities are two or more activities than can be done at the same time. This allows a project to be completed faster than if the activities were arranged serially in a straight line.

Path
A path is a series of connected activities. Refer to CRITICAL PATH METHOD for information on critical and non-critical paths.

Program Evaluation and Review Technique (PERT)
PERT is a project management technique for determining how much time a project needs before it is completed. Each activity is assigned a best, worst, and most probable completion time estimate. These estimates are used to determine the average completion time. The average times are used to figure the critical path and the standard deviation of completion times for the entire project.

Resource
A resource is anything that is assigned to an activity or needed to complete an activity. This may include equipment, people, buildings, etc.

Scheduling
Scheduling is the process of determining when project activities will take place depending on defined durations and precedent activities.

Sequence
Sequence is the order in which activities will occur with respect to one another. This establishes the priority and dependencies between activities. Successor and predecessor relationships are developed in a network format. This allows those involved in the project to visualize the work flow.

Starting Activity
A starting activity has no predecessors. It does not have to wait for any other activity to start.

Subproject
A subproject is a distinct group of activities that comprise their own project which in turn is a part of a larger project. Subprojects are summarized into a single activity to hide the detail.

Successor
A successor is an activity whose start or finish depends on the start or finish of a predecessor activity. Refer to PREDECESSOR for related information.

Work Breakdown Structure (WBS)

The WBS is a tool for defining the hierarchical breakdown of responsibilities and work in a project. It is developed by identifying the highest level of work in the project. These major categories are broken down into smaller components.

The subdivision continues until the lowest required level of detail is established. These end units of the WBS become the activities in a project. Once implemented, the WBS facilitates summary reporting at a variety of levels.

Work Units

Work units is the measurement of resources. For example, people as a resource can be measured by the number of hours they work.