



# 'JARGON' BUSTER

**Have you ever been in a meeting and suddenly hear those buzzwords fly around and think to yourself, what does that actually mean?**

**Yes, us too.**

**We have broken down some of the words you may hear when talking about innovation or projects in general.**

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**Actions** – *Lights, camera....* Action is usually a task assigned to someone to complete.

**Baseline** – *Not the kind you hear in music.* This term represents the cost and schedules approved at the start of your project. You can use baselines as a starting point for monitoring and evaluating how well your project goes.

**Brief** – *Let's spell it out.* A brief refers to the document produced outlining what the requirements are at the start of a project.

**Business case** – *Can you justify why you want to do something?* This is usually a document that states the potential outcomes of the project and why you are starting the project.

**Case study** – *Look at what I did!* A case study involves a more in-depth overview of your project, informing the reader what has been done and why, how it happened and how it went. We like pictures and videos the best.

**Champion** - *Project champion is like your cheerleader.* A project champion makes project success a personal responsibility. This person pushes the project team to work hard, talks to people on behalf of the project and supports.

**Change control** – *Change is good!* Change control is essentially any change that happens during your project. It helps you identify change and how you control it when it happens.

**Client/Customer** – *The customer is always right.* They are the people who will directly benefit from your project. For us in health and social care this will usually be referred to as a service user or patient.

**Co-production** – *Team work makes the dream work!* Co-Production Network for Wales have developed a fantastic definition of this, which is here:

"Co-production is an asset-based approach to public services that enables people providing and people receiving services to share power and responsibility, and to work together in equal, reciprocal and caring relationships. It creates opportunities for people to access support when they need it, and to contribute to social change."

**Concept** – *Love your concept.* The beginning of the project. The concept is when you present your idea to a problem or opportunity and discover if it is possible.

**Constraint** – *Where did that cone come from? I will have to go around a different way.* A limitation on a project, something that is going to get in your way. Like traffic, you can divert your route.

**Forecast** – *Like the weather, let's plan ahead and always pack your brolly.* A prediction or estimation of future project status based on available information.

**Gantt chart** – *Pretty picture, how did you paint it?* A Gantt chart is a type of bar chart that shows all the tasks in a project and how long they should take and who needs to do them.

**Governance** – *Can we speak to the manager please?* Is the structure by which roles and relationships between professionals and an organisation's high-level decision makers are defined. Governance can be good to work within specific roles but also limiting to how you can work together.

**Initiation phase** – *Ready, set, GO. Like a race, you will need to train for it.* The start of a new project. It involves receiving proper authorisation from the relevant people, like your manager, and creating a clear definition for your project. Tell someone about it and go for it.

**Milestone** – *I reached the top.* Milestones show specific progress points or events in your project's timeline. They mark progress needed to complete projects successfully.

**Next steps** – *One step at a time.* What do we need to do next in order to achieve our goal?

**Objective** – *You've got to have a goal.* Objective is your goal - what you would like to achieve.

**Outcome** – *How do you feel about that?* It is the end result. It could be how it made someone feel or a change to how they think about something.

**Output** – *What came out of it?* An output is the (usually physical) end product of a process, like creating a new book or building.

**Project** – *Apollo 13.* A temporary, goal-driven effort to create a unique output.

**Project stakeholders** – *It's a party!* A Stakeholder is any party (persons) which may be affected by a project. It usually refers to parties with an interest in the successful completion of a project.

**Risk** – *Be careful.* A specific event that affects the pursuit of your objectives. This could be negative or positive.

**Scope** - The scope of a project refers to everything it is supposed to accomplish in order to be deemed successful.

**Work package** – A work package is a term that refers to tasks that can be packed together and given to someone to complete. *It's like asking someone to butter your bread for your sandwich while you make the filling.*

**Work stream** – Is a series of activities that must be completed to help your project objectives. The term typically refers to activities that require a specific skillset from when you start to when you finish a project. *Got a leak? You need a plumber.*

