

Standard Glossary Document

Document Title	Sample Glossary of Business Terms
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Glossary

Stakeholder

Any individual, group, or organization that can affect or be affected by a project, decision, or policy.

Milestone

A specific point within a project timeline used to measure progress toward an objective or goal.

Scope

The boundaries of a project including deliverables, objectives, and exclusions as defined in the project plan.

KPI (Key Performance Indicator)

A measurable value that demonstrates how effectively an organization is achieving key objectives.

Risk Assessment

The process of identifying, analyzing, and evaluating potential risks that may impact an initiative.

Important Notes

- This document should be updated regularly as new terms arise or existing terms evolve.
- Ensure all stakeholders have access to the most current version to maintain clarity and consistency.
- Definitions should be concise, accurate, and avoid ambiguity wherever possible.
- Glossaries are useful reference tools in project initiation, implementation, and review phases.