

SIMM Section 170B Exhibit C: Glossary Sample

The <INSERT PROJECT NAME HERE> Project has identified the following terms and assigned the provided definitions.

Artifact - any product of intentional creation usually for a practical purpose. This includes physical goods, services, software, buildings, and processes. Artifacts can be categorized into domains, within which specialization can be useful.

Audit – systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which the audit criteria are fulfilled.

Component - a constituent part of something.

Continual Improvement – reoccurring activity to enhance performance.

Correction – action to eliminate a detected nonconformity.

Corrective Action – action to eliminate the cause of nonconformity and to prevent recurrence.

Critical – something for which the Project cannot be without.

Disruption – when the expected performance cannot be achieved rendering services unavailable or with any amount of impact.

Documented Information – information required to be controlled and maintained by an organization and the medium on which it is contained.

Effectiveness – extent to which planned activities are realized and planned results achieved.

Element - components notable or conspicuous in effect or scope and common to IT systems. Elements usually perform a given function, regardless of the design specification, construction method, product or materials used.

Elicitation – the technique used to gather requirements; directed conversation.

Interested Party – stakeholder person or organization that can affect, be affected by, or perceive themselves to be affected by a decision or activity.

JAD - Joint application design; the process used in the prototyping life cycle area to collect business requirements while developing the proposed solution.

Modular - constructed with standardized elements for flexibility and variety in use.

Monitoring – determining the status of a system, a process or an activity.

Nonconformity – non-fulfillment of a requirement.

Organization – a person or group of people that has its own functions with responsibilities, authorities and relationships to achieve its objectives.

Owner – the agency/state entity identified as such pursuing the subject project.

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Performance – measurable result.

Platform - a means (as in infrastructure, software & service) used for a particular purpose or to provide usually specified kind of functionality.

Policy – intentions and direction of an organization as formally expressed by its top management.

Post – deployment – the time period after the last activities/tasks of the system implementation are completed.

Process – set of interrelated or interacting activities which transform inputs into outputs.

Requirement – need or expectation that is stated, generally implied or obligatory.

Requirement Owner - the agency/state entity responsible for one or more requirements. See Stakeholder.

Risk – effect of uncertainty.

Semantics – refers to the language used and the meaning or relationship of meanings the word or set of words has.

Solution - an action or process of solving a problem.

Stakeholder – the agency/state entity that benefits from a requirement implementation. See Requirement Owner.

System - a set of connected things or parts forming a complex whole.

Topology – refers to the configuration of IT elements.

Type - a lower taxonomic category selected as a standard of reference for a higher category (Merriam-Webster).

Etc...