

# Delivery & PM Essentials

**Q: What does Scope mean in a project?**

A: The defined boundaries of what is included and excluded in a project.

---

**Q: What is a Deliverable?**

A: A tangible or measurable output produced during a project (e.g., feature, report, release).

---

**Q: What does Timeline mean?**

A: The schedule outlining when tasks, milestones, and deliverables are expected to be completed.

---

**Q: What is a Milestone?**

A: A significant checkpoint or stage in a project used to track progress.

---

**Q: What does Dependency mean?**

A: A relationship where one task relies on the completion of another.

---

**Q: What is Risk in project management?**

A: A potential event that may negatively impact project scope, timeline, or quality.

---

**Q: What does Stakeholder mean?**

A: Any individual or group affected by or involved in the project (clients, team, management).

---

**Q: What is a Sprint (Agile)?**

A: A fixed time-boxed iteration (usually 1–2 weeks) in which a set of work is completed.

---

**Q: What does Backlog mean?**

A: A prioritized list of tasks, features, or requirements to be worked on.

---

**Q: What is Change Request (CR)?**

A: A formal request to modify project scope, timeline, or deliverables.