PRINCE2 术语表– 中英文对照

Term 术语	Definition 定义	Translated Term 翻译的术语	Translated Definition 翻译的定义
accept (risk response)	A risk response to a threat where a conscious and deliberate decision is taken to retain the threat, having discerned that that it is more economical to do so than to attempt a risk response action. The threat should continue to be monitored to ensure that it remains tolerable.	接受（风险应对）	深思熟虑后作出对威胁不做处理的决定，也是风险应对中处理威胁的一种情形。因为采取这样的方式比实施风险应对行动也许更为经济。应继续对威胁进行监控以确保其维持在容许偏差范围内。
acceptance	The formal act of acknowledging that the project has met agreed acceptance criteria and thereby met the requirements of its stakeholders.	验收	验收是一种正式的行动。它确认该项目符合商定的验收标准，从而满足了其利益相关者要求。
acceptance criteria	A prioritized list of criteria that the project product must meet before the customer will accept it, i.e. measurable definitions of the attributes that must apply to the set of products to be acceptable to key stakeholders.	验收标准	验收标准指项目产品在被客户验收之前，必须满足的一系列存在优先顺序的标准，例如：产品集合在被利益相关者验收之前必须达成的可量化的属性定义。
Activity	An activity is a process, function or task that occurs over time, has recognizable results and is managed. They are usually defined as part of processes or plans.	活动	活动是指随着时间的推移发生的一种过程，职能或任务，活动具有可识别的结果，并受到管理。他们通常被定义为流程或计划的一部分。

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PRINCE2:2009 Glossary - Chinese / English
(术语表– 中英文对照)

Page 1 of 40

Document Owner –
Helen Yu/Collis Boucher

Term 术语	Definition 定义	Translated Term 翻译的术语	Translated Definition 翻译的定义
agile methods	Agile methods are (mostly) software development methods that apply the project approach of using short time-boxed iterations where products are incrementally developed. PRINCE2 is compatible with agile principles.	敏捷方法	敏捷方法主要属于软件开发方法。它采取这样一种项目方法，即在快速周期性迭代过程中逐步开发产品。PRINCE2 符合敏捷原则。
Approval	The formal confirmation that a product is complete and meets its requirements (less any concessions) as defined by its Product Description.	批准	正式确认产品已完成并满足预先定义的产品描述（没有任何特许）。
approver	The person or group (e.g. a Project Board) who is identified as and authorized to approve a (management or specialist) product as being complete and fit for purpose.	批准人	它是指一个人或一个团体（如项目管理委员会）。他们具有专业资质及职权，可以审查批准各种（管理或专业）产品，证实其已经完成并满足目标要求。
assumption	A statement that is taken as being true for the purposes of planning, but which could change later. An assumption is made where some facts are not yet known or decided, and is usually reserved for matters of such significance that if they change, or turn out not to be true, then there will need to be considerable replanning.	假定	进行目标规划时，被认定为真实的情况，但是这些假定后来可能会发生变更。假定一般用于部分事实未知或未定时，通常为重大事件预留假定，一旦假定变更，或证实失真，则需相应重新制定计划。

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PRINCE2:2009 Glossary - Chinese / English
(术语表– 中英文对照)

Page 2 of 40

Document Owner –
Helen Yu/Collis Boucher

PRINCE2 术语表– 中英文对照

Term 术语	Definition 定义	Translated Term 翻译的术语	Translated Definition 翻译的定义
assurance	All the systematic actions necessary to provide confidence that the target (system, process, organization, programme, project, outcome, benefit, capability, product output, deliverable) is appropriate. Appropriateness might be defined subjectively or objectively in different circumstances. The implication is that assurance will have a level of independence from that which is being assured. See 'Project Assurance' and 'quality assurance'	保证	指使用所有必要的系统性行动，保证相应的目标（系统、流程、组织、项目群、项目、成果、收益、能力、产出、交付物）是合理的。在不同环境中可以主观或客观的定义合理性。这就意味着对于被保证的事件，"保证"有一定程度的独立性。见"项目保证"和"质量保证"。
authority	The right to allocate resources and make decisions (applies to project, stage and team levels).	职权	分配资源、制定决策的权力（适用于项目、阶段和小组层级）
authorization	The point at which an authority is granted.	授权	是一个授权点，在此授权点上将职权授予特定的人或组织。
avoid (risk response)	A risk response to a threat where the threat either can no longer have an impact or can no longer happen.	规避（风险应对）	这是一种面对威胁的风险应对方法，要么使威胁不再产生影响，要么使威胁不再发生。
baseline	Reference levels against which an entity is monitored and controlled.	基线	基线是一种参考水平，用于对一个实体进行监督和控制。
baseline management product	A type of management product that defines aspects of the project and, once approved, is subject to change control.	基线管理产品	管理产品的一种类型，它定义项目的某些方面，一旦基线管理产品获得批准，则将其纳入变更控制的范围。

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PRINCE2:2009 Glossary - Chinese / English
(术语表– 中英文对照)

Page 3 of 40

Document Owner –
Helen Yu/Collis Boucher

Term 术语	Definition 定义	Translated Term 翻译的术语	Translated Definition 翻译的定义
benefit	The measurable improvement resulting from an outcome perceived as an advantage by one or more stakeholders.	收益	收益是一种由成果引致的可衡量的改善，这种结果被至少一个利益相关者视为一种优势。
Benefits Review Plan	Defines how and when a measurement of the achievement of the project's benefits can be made. If the project is being managed within a programme this information may be created and maintained at the programme level.	收益评审计划	收益评审计划定义了何时以及如何对项目收益的实现进行衡量。如果在项目群范围内对项目进行管理，则在项目群层级上创建并维护这些信息。
benefits tolerance	The permissible deviation in the expected benefit that is allowed before the deviation needs to be escalated to the next level of management. Benefits tolerance is documented in the Business Case. See 'tolerance'.	收益容许偏差	指期望收益的容许偏差，一旦超出收益容许偏差，则需上报到更高一级管理层。收益容许偏差记录于"商业论证"中。见"容许偏差"。
Business Case	The justification for an organizational activity (project) which typically contains costs, benefits, risks and timescales, and against which continuing viability is tested.	商业论证	商业论证是一种对组织的活动（项目）的论证，其通常包含成本，收益，风险和时间，并针对它们进行持续的可行性检验。
centre of excellence	A corporate co-ordinating function for portfolio, programmes and projects providing standards, consistency of methods and processes, knowledge management, assurance and training	卓越中心	卓越中心是在公司层面上的对项目组合、项目群和项目的统筹协调职能，包括提供标准、统一方法和流程、知识管理、保证以及培训。

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PRINCE2:2009 Glossary - Chinese / English
(术语表– 中英文对照)

Page 4 of 40

Document Owner –
Helen Yu/Collis Boucher

PRINCE2 术语表– 中英文对照

Term 术语	Definition 定义	Translated Term 翻译的术语	Translated Definition 翻译的定义
Change Authority	A person or group to which the Project Board may delegate responsibility for the consideration of requests for change or off-specifications. The Change Authority may be given a change budget and can approve changes within that budget.	变更管理组织	变更管理组织是指一个人或一个团体，项目管理委员会可以授权其管理变更和不合格项的职责。可以授予变更管理组织一定的变更预算，在预算范围内它可以批准变更。
change budget	The money allocated to the Change Authority available to be spent on authorized requests for change.	变更预算	变更预算是一笔分配给变更管理组织的资金，可使用于获得批准的变更请求。
change control	The procedure that ensures that all changes that may affect the project's agreed objectives are identified, assessed and either approved, rejected or deferred.	变更控制	变更控制确保影响项目既定目标的所有变更均得到识别和评估，评估结果可以是批准、拒绝或者推迟。
checkpoint	A team-level, time-driven review of progress.	检查点	检查点是针对小组管理层级上的进度审查，通常按照时间周期驱动进行。
Checkpoint Report	A progress report of the information gathered at a checkpoint, which is given by a team to the Project Manager, and provides reporting data as defined in the Work Package.	检查点报告	检查点报告是一种对于在项目检查点收集到的信息进行汇总的进度报告，它由项目团队上交给项目经理，并提供工作包中定义的报告数据。

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PRINCE2:2009 Glossary - Chinese / English
(术语表– 中英文对照)

Page 5 of 40

Document Owner –
Helen Yu/Collis Boucher

PRINCE2 术语表– 中英文对照

Term 术语	Definition 定义	Translated Term 翻译的术语	Translated Definition 翻译的定义
closure notification	Advice from the Project Board to inform all stakeholders and the host locations that the project resources can be disbanded and support services, such as space, equipment and access, demobilized. It should indicate a closure date for costs to be charged to the project.	项目收尾通知	项目收尾通知是由项目管理委员会发出的通知，通知项目利益相关者及项目所在地解散项目资源以及场所、设备和访问控制等支持服务。它必须指明收尾时间，这一时间之前的成本将由项目支付。
closure recommendation	A recommendation prepared by the Project Manager for the Project Board to send as a project closure when the board is satisfied that the project can be closed.	项目收尾建议	项目收尾建议是由项目经理为项目管理委员会准备的一份项目收尾建议书，在项目管理委员同意项目可以收尾的时候，将其作为项目收尾通知发出。
Communication Management Strategy	A description of the means and frequency of communication between the project and the project's stakeholders.	沟通管理战略	沟通管理战略是对项目与利益相关者之间沟通的方式与频率的描述。
concession	An off-specification that is accepted by the Project Board without corrective action.	特许	特许是针对项目中的不合格项，由项目管理委员会认可它并且不再采取纠正性行动。
configuration item	An entity that is subject to configuration management. The entity may be a component of a product,, or a set of products in a release.	配置项	配置项是一个用于配置管理的实体。这个实体可以是一个产品组件，也可以是一个版本中的一组产品。
configuration Item Record	A record that describes the status, version and variant of a configuration item, and any details of important relationships between them.	配置项记录	配置项记录表述了配置项的状态、版本、变量，以及他们之间重要关系的所有细节。

Version 1.1 (Status – Live)
Date of last update – 6 August 2009
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PRINCE2:2009 Glossary - Chinese / English
(术语表– 中英文对照)

Page 6 of 40

Document Owner –
Helen Yu/Collis Boucher

Term 术语	Definition 定义	Translated Term 翻译的术语	Translated Definition 翻译的定义
configuration management	Technical and administrative activities concerned with the creation, maintenance, and controlled change of configuration throughout the life of a product.	配置管理	配置管理是一种技术性和管理性的活动，它涉及整个产品生命周期中配置的建立，维护和受控环境下的变更。
Configuration Management Strategy	A description of how and by whom the project's products will be controlled and protected.	配置管理战略	这是一种对项目产品由谁进行何种方式控制、保护的表述。
configuration management system	The set of processes, tools and databases that are used to manage configuration data. Typically, a project will use the configuration management system of either the customer or supplier organization.	配置管理系统	配置管理系统包含一整套流程，工具和数据库，用于管理配置数据。一般来说，一个项目，将使用客户方或供应商组织的配置管理系统。
constraints	The restrictions or limitations that the project is bound by.	限制	限制是指对项目起制约作用的约束或限制因素。
contingency	Something held in reserve typically to handle time and cost variances, or risks. PRINCE2 does not advocate the use of contingency as: Estimating variances are managed by setting tolerances Risks are managed through appropriate risk responses (including the fallback response which is contingent on the risk occurring).	应急	事先预留的一些储备，通常应对时间和成本偏差、或者风险。 PRINCE2 并不主张使用应急储备，则是因为： 通过设置容许偏差管理"预估的偏差" 通过适当的风险应对措施管理风险（包括视风险发生的情况而定的应变应对措施，在风险发生时临时使用）。

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Date of last update – 6 August 2009
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PRINCE2:2009 Glossary - Chinese / English
(术语表– 中英文对照)

Page 7 of 40

Document Owner –
Helen Yu/Collis Boucher

PRINCE2 术语表– 中英文对照

Term 术语	Definition 定义	Translated Term 翻译的术语	Translated Definition 翻译的定义
corporate or programme standards	These are over-arching standards that the project must adhere to. They will influence the four project strategies (Communication Management Strategy, Configuration Management Strategy, Quality Management Strategy and Risk Management Strategy) and the project controls.	公司或项目群标准	这是项目管理必须遵守的指导性标准。他们将影响四种项目战略（沟通管理战略，配置管理战略，质量管理战略和风险管理战略）以及项目控制。
corrective action	A set of actions to resolve a threat to a plan's tolerances or a defect in a product.	纠正性行动	纠正性行动是指一系列的行动，用于解决与计划容许偏差相关的威胁，或纠正产品缺陷。
cost tolerance	The permissible deviation in a plan's cost that is allowed before the deviation needs to be escalated to the next level of management. Cost tolerance is documented in the respective plan. See 'tolerance'.	成本容许偏差	指计划成本的容许偏差，一旦超出成本容许偏差，则需上报到更高一级管理层。成本容许偏差记录于相应的计划中。见"容许偏差"。
customer	The person or group who commissioned the work and will benefit from the end results.	客户	客户是指一个人或一个群体，他们将工作委托出去并从最终结果中收益。
customer's quality expectations	A statement about the quality expected from the project product, captured in the Project Product Description.	客户质量期望	客户质量期望描述了预期项目产品达到的质量，在项目产品描述文档中体现。
Daily Log	Used to record problems/concerns that can be handled by the Project Manger informally.	日志	日志用于记录问题以及值得关注的事宜，由项目经理进行非正式的掌控。
deliverable	See 'output'.	交付物	见"产出"

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PRINCE2:2009 Glossary - Chinese / English
(术语表– 中英文对照)

Page 8 of 40

Document Owner –
Helen Yu/Collis Boucher

PRINCE2 术语表– 中英文对照

Term 术语	Definition 定义	Translated Term 翻译的术语	Translated Definition 翻译的定义
dependencies (plan)	The relationship between products or activities. For example, Product C cannot start to be developed until Products A and B have been completed. Dependencies can be internal or external. Internal dependencies are those under the control of the Project Manager. External dependencies are those outside the control of the Project Manager – for example, the delivery of a product required by this project from another project.	依赖关系（计划）	依赖关系是一种产品与项目活动之间的相互关系。例如：产品 C 必须在产品 A\B 完成之后才可进行开发，依赖关系可以是内部的关系也可是外部的关系。 内部依赖关系受项目经理控制。外部依赖关系指项目经理控制之外的关系，比如，本项目需从另一项目中获得的产品交付物。
dis-benefit	Outcomes perceived as negative by one or more stakeholders. They are actual consequences of an activity whereas, by definition, a risk has some uncertainty about whether it will materialize.	负收益	被一个或多个利益相关者看作是消极的结果。他们是一项活动的实际后果，而根据定义，与此活动相关的风险是否一定会发生具有一定的不确定性。
DSDM Atern	An agile project delivery framework developed and owned by the DSDM consortium. Atern uses a time-boxed and iterative approach to product development and is compatible with PRINCE2.	DSDM Atern 方法（动态系统开发方法 Atern 版本）	由 DSDM 协会拥有并开发的一种敏捷项目交付框架。DSDM Atern 版本在周期性迭代过程中开发产品，并且兼容 PRINCE2。
embedding (PRINCE2)	What an organization needs to do to adopt PRINCE2 as its corporate project management method. It is different to 'tailoring' which defines what a project needs to do to apply the method to a specific project environment.	根植（PRINCE2）	"根植"指组织如何采用 PRINCE2 作为公司的项目管理方法。这不同于以'剪裁'概念，"剪裁"指项目需要如何调整相应方法用以具体的项目环境。

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PRINCE2:2009 Glossary - Chinese / English
(术语表– 中英文对照)

Page 9 of 40

Document Owner –
Helen Yu/Collis Boucher

PRINCE2 术语表– 中英文对照

Term 术语	Definition 定义	Translated Term 翻译的术语	Translated Definition 翻译的定义
End Project Report	A report given by the Project Manager to the Project Board, that confirms the handover of all products and provides an updated Business Case and an assessment of how well the project has done against the original Project Initiation Documentation.	项目竣工报告	项目竣工报告是由项目经理上交给项目管理委员会的报告，该报告确认所有产品均已交付，更新商业论证，并根据项目启动文件来评估项目完成的情况。
End Stage Assessment	The review by the Project Board and Project Manager of the End Stage Report to decide whether to approve the next Stage Plan. According to the size and criticality of the project, the review may be formal or informal. The authority to proceed should be documented as a formal record.	阶段竣工评估	项目管理委员会及项目经理对阶段竣工报告进行评审，并决定是否批准下一阶段计划。依据项目的规模及重要性，进行正式或非正式评审。应该在一份正式的记录中记录授权进行下一阶段的决议。
End Stage Report	A report given by the Project Manager to the Project Board at the end of each management stage of the project. This provides information about the project performance during the stage and the project status at stage end.	阶段竣工报告	项目经理在项目每一管理阶段结束时提交给项目管理委员会的报告，提供此阶段项目进展状况和阶段结束时项目状态的信息。
enhance (risk response)	A risk response to an opportunity where proactive actions are taken to: Enhance the probability of the event occurring Enhance the impact of the event should it occur.	强化（风险应对）	一种面对机会采取主动行为的风险应对行动，目的在于： 提高该事件发生概率 增强该事件发生时产生的影响。

Version 1.1 (Status – Live)
Date of last update – 6 August 2009
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PRINCE2:2009 Glossary - Chinese / English
(术语表– 中英文对照)

Page 10 of 40

Document Owner –
Helen Yu/Collis Boucher

Term 术语	Definition 定义	Translated Term 翻译的术语	Translated Definition 翻译的定义
event-driven control	This is a control that takes place when a specific event occurs. This could be, for example, the end of a stage, the completion of the Project Initiation Documentation, or the creation of an Exception Report. It could also include organizational events that may affect the project, such as the end of the financial year.	事件驱动控制	事件驱动控制发生在特定事件产生的时候。这些事件可以是某一阶段收尾、项目启动文件完成、项目例外报告产生。同时还包括可对项目造成影响的组织级事件，例如财务年度的结束。
exception	A situation where it can be forecast that there will be a deviation beyond the tolerance levels agreed between Project Manager and Project Board (or between Project Board and corporate or programme management).	例外	例外是一种可预知的情形，在此环境下的项目偏差超过了项目管理委员会与项目经理（或项目管理委员会与公司、项目群管理）预先达成的项目容许偏差范围。
exception assessment	This is a review by the Project Board to approve (or reject) an Exception Plan.	例外评估	这是一个由项目管理委员会发起的评审，用于批准（或拒绝）项目"例外计划"。
Exception Plan	This is a plan that often follows an Exception Report. For a Stage Plan exception, it covers the period from the present to the end of the current stage. If the exception were at a project level, the Project Plan would be replaced.	例外计划	例外计划通常在例外报告之后制定。一个阶段例外计划涵盖从当前时间到阶段结束这段时间。如果例外计划是项目层级的，则需要替换项目计划。
Exception Report	A description of the exception situation, its impact, options, recommendation and impact of the recommendation. This report is prepared by the Project Manager for the Project Board.	例外报告	这是一个由项目经理向项目管理委员会提交的报告。报告描述例外情况，对后续工作进行分析，提出可供选择的解决方案并确定一个推荐方案。

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PRINCE2:2009 Glossary - Chinese / English
(术语表– 中英文对照)

Page 11 of 40

Document Owner –
Helen Yu/Collis Boucher

Term 术语	Definition 定义	Translated Term 翻译的术语	Translated Definition 翻译的定义
Executive	The single individual with overall responsibility for ensuring that a project meets its objectives and delivers the projected benefits. This individual should ensure that the project maintains its business focus, that it has clear authority and that the work, including risks, is actively managed. The Executive is the chair of the Project Board, representing the customer and is responsible for the Business Case.	项目主管	项目主管是指专门的一个人，他承担所有的责任，确保项目符合其目标，并且交付预期的收益。项目主管应确保该项目一直围绕其业务重点，他有明确的职权，并积极管理工作及风险。项目主管是项目管理委员会的主席，代表客户利益，负责商业论证。
exploit (risk response)	A risk response to an opportunity by seizing the opportunity to ensure that it will happen and that the impact will be realized.	利用（风险应对）	这是一种风险应对: 对于出现的机会，抓住机会，以确保机会发生，并且其影响将得以实现。
fallback (risk response)	A risk response to a threat by putting in place a fallback plan for the actions that will be taken to reduce the impact of the threat should the risk occur.	后备（风险应对）	在面临威胁时，对将采取用来减少威胁影响的活动制定一项后备计划。
follow-on action recommendations	Recommended actions related to unfinished work, ongoing issues and risks, and any other activities needed to take a product to the next phase of its life. These are summarized and included in the End Stage Report (for phased handover) and End Project Report.	后续行动建议	后续行动建议是一种建议性的活动，涉及相关未完成的工作、目前的问题、风险以及任何其他使产品进入下一阶段的活动。在项目阶段竣工报告（用于分阶段交接）及项目竣工报告中，将对这些方面进行总结报告。

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PRINCE2:2009 Glossary - Chinese / English
(术语表– 中英文对照)

Page 12 of 40

Document Owner –
Helen Yu/Collis Boucher

Term 术语	Definition 定义	Translated Term 翻译的术语	Translated Definition 翻译的定义
governance (corporate)	The ongoing activity of maintaining a sound system of internal control by which the directors and officers of an organization ensure that effective management systems, including financial monitoring and control systems, have been put in place to protect assets, earning capacity and the reputation of the organization.	（公司）治理	是一种持续进行的活动，用以维护一个健全的内部控制系统，通过（公司）治理，一个组织的董事和高级管理人员确保有效的管理系统，包括财务监督和控制系统，能够有效建立并运转，从而保护资产，保证收益能力，维护组织的声誉。
governance (project)	Those areas of corporate governance that are specifically related to project activities. Effective governance of project management ensures that an organization's project portfolio is aligned to the organization's objectives, is delivered efficiently and is sustainable.	（项目）治理	（项目）治理是公司治理中与项目活动相关的特定领域。项目管理的有效治理，能确保一个组织的项目组合与组织的目标保持一致，能够高效交付、持续发展。
handover	The transfer of ownership of a set of products to the respective user(s). The set of products is known as a release. There may be more than one handover in the life of a project (phased delivery). The final handover takes place in the Closing a Project processes.	移交	将一套产品的所有权转交给其各自的使用者。这套产品被认定为已发布的产品。在一个项目生命周期中可能存在不只一次移交。最后一次移交发生在项目收尾阶段。
Highlight Report	A time-driven report from the Project Manager to the Project Board on stage progress.	要点报告	要点报告是一个时间驱动的报告，由项目经理上报给项目管理委员会，报告包含相关的阶段性进展情况。

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PRINCE2:2009 Glossary - Chinese / English
(术语表– 中英文对照)

Page 13 of 40

Document Owner –
Helen Yu/Collis Boucher

Term 术语	Definition 定义	Translated Term 翻译的术语	Translated Definition 翻译的定义
impact (of risk)	The result of a particular threat or opportunity actually occurring, or the anticipation of such a result.	（风险的）影响	可以是一个特定威胁的结果，可以是一个实际发生的机会，也以可是对这类结果的预期。
inherent risk	The exposure arising from a specific risk before any action has been taken to manage it.	内在风险	在对某一特定风险采取行动对其进行管理之前，而暴露的风险。
initiation stage	The period from when the Project Board authorizes initiation to when they authorize the project (or decide not to go ahead with the project). The detailed planning and establishment of the project management infrastructure is covered by the Initiating a Project process	启动阶段	启动阶段开始于项目委员会授权项目启动，并直至其核准通过项目（或决定不再继续运行项目）。项目启动阶段涵盖对项目管理基层框架的详细规划和建立等内容。
issue	Anything happening during the project which, unless resolved, will result in a change to a baselined product, plan or objective (time, cost, quality, scope, risk and benefits).	问题	问题是指任何发生于项目执行中的事件，除非得以解决，终将导致基准产品、计划或目标（时间，成本，质量，规模，风险和收益）的变更。
Issue Register	Used to capture and maintain information on all of the issues that are being managed formally. The Issue Register should be monitored by the Project Manager on a regular basis.	问题登记单	问题登记单对正式管理的所有问题的相关信息进行收集及留存。问题登记单应由项目经理进行定期的监管。

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PRINCE2:2009 Glossary - Chinese / English
(术语表– 中英文对照)

Page 14 of 40

Document Owner –
Helen Yu/Collis Boucher

PRINCE2 术语表– 中英文对照

Term 术语	Definition 定义	Translated Term 翻译的术语	Translated Definition 翻译的定义
Issue Report	A report containing the description, impact assessment and recommendations for a request for change, off-specification or a problem/concern. It is only created for those issues that need to be handled formally.	问题报告	问题报告包含对变更请求、不合格项和问题的描述、评估及建议。问题报告只在其问题需要以正式方式处理时，才编制。
Lessons Log	An informal repository for lessons that apply to this project or future projects.	经验教训记录单	经验教训记录单以一种非正式形式留存的项目经验教训，这些经验教训适用于本项目或未来的项目。
Lessons Report	A report that documents any lessons that can be usefully applied to other projects. The purpose of the report is to provoke action so that the positive lessons become embedded in the organization(s) way of working and that the organization(s) is able to avoid the negative lessons on future projects.	经验教训报告	经验教训报告是一份报告，包含任何可适用于其他项目的经验教训。该报告的目的是激发相关行动，将积极的经验根植到组织工作方法中，使组织能够在未来的项目中避免负面教训再次发生。
logs	Informal repositories managed by the Project Manager that do not require any agreement by the Project Board on their format and composition. PRINCE2 has two logs: the Daily Log and the Lessons Log.	记录单	记录单是由项目经理管理的一种非正式记录形式。记录单的形式及内容不需要得到项目管理委员会的同意。 PRINCE2 包含两种记录单：日志，经验教训记录单。

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PRINCE2:2009 Glossary - Chinese / English
(术语表– 中英文对照)

Page 15 of 40

Document Owner –
Helen Yu/Collis Boucher

Term 术语	Definition 定义	Translated Term 翻译的术语	Translated Definition 翻译的定义
management product	Those products that will be required as part of managing the project, and establishing and maintaining quality (for example, Highlight Reports, End Stage Reports etc.). The management products stay constant, whatever the type of project, and can be used as described, or with any relevant modifications, for all projects. There are three types of management product: baselines, records and reports.	管理产品	这些产品需要作为以下活动的一部分：管理项目，并建立和维持质量（例如，要点报告，阶段竣工报告等）。无论项目的类型如何，管理产品均可保持不变直接使用，或者基于项目对其进行相应修改。 有 3 种类型的管理产品：基线，记录和报告。
management stage	A management stage is the section of the project that the Project Manager is managing on behalf of the Project Board at any one time, at the end of which the Project Board wishes to review progress to date, the state of the Project Plan, Business Case and risks, and the next Stage Plan in order to decide whether to continue with the project.	管理阶段	管理阶段是项目的一个部分，在项目的任何一段，项目经理代表项目管理委员会对其进行管理，在其终点时 项目管理委员会希望审查下列各项：最新进展、项目计划状态、商业论证、风险和下一阶段计划，以便决定是否继续该项目。
milestone	A significant event in the plan's schedule such as completion of key Work Packages, a technical stage, or a management stage.	里程碑	里程碑是指计划时间表中的一个重要事件，如，关键工作包、技术阶段或管理阶段的完成。
off-specification	Something that should be provided by the project, but currently is not (or is forecast not to be) provided and that the Project Manager is unable to resolve within agreed tolerances. This might be a missing product or a product not meeting its specifications. It is one type of issue.	不合格项	项目应该提供，但当前（或是预计）不能提供的产品，并且项目经理不能在容许偏差范围内解决。可能是产品短缺或不符合规范要求。这是问题的一种形式。

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PRINCE2:2009 Glossary - Chinese / English
(术语表– 中英文对照)

Page 16 of 40

Document Owner –
Helen Yu/Collis Boucher

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operational and maintenance acceptance	A specific type of acceptance by the person or group who will support the product once it is handed over into the operational environment.	运营和维护验收	运营和维护验收是验收的一种特定形式，它由一个人或一个团体实施，这个人或团体在产品移交进入运营环境后，维护该产品。
outcome	The result of change, normally affecting real-world behaviour and/or circumstances. Outcomes are desired when a change is conceived. They are achieved as a result of the activities undertaken to effect the change.	成果	成果作为变革的结果，通常会对现实世界的行为或环境产生影响。当构想变革时，成果也就呼之欲出。成果最终产生于一系列影响变革的活动获得的结果。
output	A specialist product that is handed over to a user(s). Note that management products are not outputs but created solely for the purpose of managing the project.	产出	一种移交到用户手中的专业产品。注意，管理产品不是产出，只用于管理项目。
performance targets	A plan's goals for time, cost, quality, scope, benefits and risk.	绩效目标	在时间，成本，质量，规模，收益和风险方面的预计目标。
plan	A detailed proposal for doing or achieving something detailing the what, when, how and by whom. In PRINCE2 there are only the following types of plan: Project Plan, Stage Plan, Team Plan, Exception Plan and Benefits Review Plan.	计划	计划是对所做的事件及成功实现这些事件的步骤、时间、方式、所需人员的详细建议。在 PRINCE2 中只有以下类型的计划：项目计划、阶段计划、小组计划、例外计划和收益评审计划。
planned closure	The PRINCE2 activity to close a project.	计划收尾	完成项目收尾的 PRINCE2 活动。

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Date of last update – 6 August 2009
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PRINCE2:2009 Glossary - Chinese / English
(术语表– 中英文对照)

Page 17 of 40

Document Owner –
Helen Yu/Collis Boucher

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planning horizon	The period of time for which it is possible to accurately plan.	规划周期	可以进行精确规划的一段时间。
portfolio	All the programmes and stand-alone projects being undertaken by an organization, a group of organizations, or an organizational unit.	项目组合	项目组合是指由一个组织、组织群体或组织单元实施的项目群和单一项目的总和。
premature closure	The PRINCE2 activity to close a project before its planned closure. The Project Manager must ensure that work in progress is not simply abandoned, but that the project salvages any value created to date, and checks that any gaps left by the cancellation of the project are raised to corporate or programme management.	提前收尾	在项目不能按计划收尾的情况 下，对项目进行收尾的 PRINCE2 活动。项目经理必须确保不是简单搁置正在进行的工作，而要从项目中尽力挽回已创造的价值，并且核实已向公司或项目群管理层上报了取消项目所留下的任何缺口。
prerequisites (plan)	Any fundamental aspects that must be in place, and remain in place, for the plan to succeed.	先决条件（计划）	先决条件指为了使计划获得成功，必须到位的基本条件，并且需要在整个计划中保持。
PRINCE2	A method that supports some selected aspects of project management. The acronym stands for Projects in a Controlled Environment.	受控环境中的项目管理方法论（PRINCE2）	一种对项目管理特定方面提供支持的方法。首字母缩写词表示受控环境中的项目。
PRINCE2 principle	The guiding obligations for good project management practice that are the basis of a project being managed using PRINCE2.	PRINCE2 原则	PRINCE2 原则是进行良好的项目管理实践的必要指南。它是使用 PRINCE2 进行管理的项目的基石。

PRINCE2:2009 Glossary - Chinese / English
(术语表– 中英文对照)

Page 18 of 40

Document Owner –
Helen Yu/Collis Boucher

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PRINCE2 project	A project that applies the PRINCE2 principles.	PRINCE2 项目	应用 PRINCE2 原则的项目。
probability	This is the evaluated likelihood of a particular threat or opportunity actually happening, including a consideration of the frequency with which this may arise.	概率	概率描述了某一特定威胁或机会实际发生可能性，其中包含对于发生频率的考量。
problem/concern	A type of issue (other than a request for change or off-specification) that the Project Manager needs to resolve or escalate.	问题/关注事件	这是一种项目经理需要解决或向上级管理层汇报的问题（不同于变更请求或不合格项）。
procedure	A specified series of actions for a particular aspect of project management established specifically for the project, for example a risk management procedure.	步骤	步骤是指为项目某一特定领域专门设置的一系列特定活动，如，风险管理步骤。
process	A structured set of activities designed to accomplish a specific objective. A process takes one or more defined inputs and turns them into defined outputs.	流程	为实现特定目标而设计的一组具有结构性的活动。一个流程包含至少一个事先定义好的"投入"及其相对应的"产出"。
producer	The person or group responsible for developing a product.	生产者	负责开发产品的一个人或一群人。
product	An input or output, whether tangible or intangible, that can be described in advance, created and tested. PRINCE2 has two types of products – management products and specialist products.	产品	产品是指可以提前描述，并且可以制造、测试的有形的或无形的"投入"或"产出"。PRINCE2 有两种产品：管理产品、专业产品。

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PRINCE2:2009 Glossary - Chinese / English
(术语表– 中英文对照)

Page 19 of 40

Document Owner –
Helen Yu/Collis Boucher

Term 术语	Definition 定义	Translated Term 翻译的术语	Translated Definition 翻译的定义
product breakdown structure	A hierarchy of all the products to be produced during a plan.	产品分解结构	计划阶段制定的所有产品的生产层级结构
product checklist	A list of the major products of a plan, plus key dates in their delivery.	产品核查清单	产品核查清单是一份计划中包含的主要产品及其关键的交付日期的清单。
Product Description	A description of a product's purpose, composition, derivation and quality criteria. It is produced at planning time, as soon as possible after the need for the product is identified.	产品描述	产品描述中描述了产品的目的、组成、来源和质量标准。它制定于项目计划阶段，在确定产品后应尽快制定产品描述。
product flow diagram	A diagram showing the sequence of production and interdependencies of the products listed in a product breakdown structure.	产品流程图	产品流程图中呈现了产品分解结构中列出的产品的生产顺序及相互依赖关系的图标。
product status account	A report on the status of products. The required products can be specified by identifier or the part of the project in which they were developed.	产品状态陈述	产品状态陈述是描述产品状态的一份报告。报告中所列的产品能由检查人员或在产品所处项目部分详细描述。
product-based planning	A technique leading to a comprehensive plan based on the creation and delivery of required outputs. The technique considers prerequisite products, quality requirements and the dependencies between products.	基于产品的规划	一种技术，据此可以形成以产品生产与交付为基础的综合计划。该技术考虑的要素包括：先决条件产品，质量要求以及产品之间的依赖关系。

Version 1.1 (Status – Live)
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PRINCE2:2009 Glossary - Chinese / English
(术语表– 中英文对照)

Page 20 of 40

Document Owner –
Helen Yu/Collis Boucher

PRINCE2 术语表– 中英文对照

Term 术语	Definition 定义	Translated Term 翻译的术语	Translated Definition 翻译的定义
programme	A temporary flexible organization structure created to coordinate, direct and oversee the implementation of a set of related projects and activities in order to deliver outcomes and benefits related to the organization's strategic objectives. A programme is likely to have a life that spans several years.	项目群	项目群是一种灵活的临时组织结构，用于协调、指导、监督一系列相关的项目和活动的实施情况，用以交付与组织战略目标相关的成果和收益。项目群的生命周期很可能跨越几年。
project	A temporary organization that is created for the purpose of delivering one or more business products according to an agreed Business Case.	项目	根据特定的商业论证，以生产交付一个或多个商业产品为目的而建立的临时性组织。
project approach	A description of the way in which the work of the project is to be approached. For example: are we building a product from scratch or buying in a product that already exists?	项目方法	项目方法描述了处理项目工作的方法。例如：我们是重新设计一个产品还是采购一个已经存在的产品？
Project Assurance	The Project Board's responsibilities to assure itself that the project is being conducted correctly. The Project Board members each have a specific area of focus for Project Assurance, namely business assurance for the Executive, user assurance for the Senior User(s), and supplier assurance for the Senior Supplier(s).	项目保证	项目管理委员会负有保证项目正确实施的职责。项目管理委员会每一个成员对于项目保证都有特定的关注领域，即项目主管关注业务保证，高级用户关注用户保证，以及高级供应商关注供应商保证。

Version 1.1 (Status – Live)
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PRINCE2:2009 Glossary - Chinese / English
(术语表– 中英文对照)

Page 21 of 40

Document Owner –
Helen Yu/Collis Boucher

Term 术语	Definition 定义	Translated Term 翻译的术语	Translated Definition 翻译的定义
project authorization notification	Advice from the Project Board to inform all stakeholders and the host locations that the project has been authorized and to request any necessary logistical support (e.g. communication facilities, equipment and any project support) sufficient for the duration of the project.	项目授权通知	项目管理委员会发出的通知，用来告知所有的利益相关方与项目所在地：项目已经被授权开始，同时要求在整个项目生命周期中，能够提供充足的必要后勤支持（例如沟通工具，设备与任何项目支持）。
Project Brief	Statement that describes the purpose, cost, time and performance requirements, and constraints for a project. It is created pre-project during the Starting up a Project process and is used during the Initiating a Project process to create the Project Initiation Documentation and its components. It is superseded by the Project Initiation Documentation and not maintained.	项目概述文件	用来描述项目目标、成本、时间、绩效要求与约束条件。它是在项目准备阶段生成，在项目启动阶段使用，用来生成项目启动文件及其组件。它将会被项目启动文件代替，随后不再使用。
Project Initiation Documentation	A logical set of documents which brings together the key information needed to start the project on a sound basis and to convey that information to all concerned with the project.	项目启动文件	具有逻辑关系的一组文件，其内收集了启动项目所需的关键信息，并借以向项目有关各方转达这些信息。
project initiation notification	Advice from the Project Board to inform all stakeholders and the host locations that the project is being initiated and to request any necessary logistical support (e.g. communication facilities, equipment and any project support) sufficient for the initiation stage.	项目启动通知	项目管理委员会发出的通知，用来告知所有的利益相关方与项目所在地：项目已经被授权开始，同时要求在项目启动阶段，能够提供充足的必要后勤支持（例如沟通工具，设备与任何项目支持）。

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PRINCE2:2009 Glossary - Chinese / English
(术语表– 中英文对照)

Page 22 of 40

Document Owner –
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PRINCE2 术语表– 中英文对照

Term 术语	Definition 定义	Translated Term 翻译的术语	Translated Definition 翻译的定义
project lifecycle	The period from the start-up of a project to the acceptance of the project product.	项目生命周期	从项目的准备阶段到项目产品验收完成这一段时间
project management	The planning, delegating, monitoring and control of all aspects of the project, and the motivation of those involved, to achieve the project objectives within the expected performance targets for time, cost, quality, scope, benefits and risks.	项目管理	对项目的各个方面进行计划、授权、监控与控制，并激励项目参与各方，以实现项目在时间、成本、质量、范围、收益、风险方面的预期绩效目标。
project management team	Covers the entire management structure of the Project Board, and Project Manager, plus any Team Manager, Project Assurance and Project Support roles.	项目管理团队	囊括了整个管理结构，包括项目管理委员会、项目经理、项目小组经理、项目保证与项目支持角色。
project management team structure	An organization chart showing the people assigned to the project management team roles to be used, and their delegation and reporting relationship.	项目管理团队结构	一种组织结构图，用于描述项目管理团队中人员的角色，他们的授权以及汇报关系。
Project Manager	The person given the authority and responsibility to manage the project on a day-to-day basis to deliver the required products within the constraints agreed with the Project Board.	项目经理	在项目管理委员会商定的约束条件下，被授权并负责对交付项目产品所需的各项日常性活动进行管理的个人。
project mandate	An external product generated by the authority commissioning the project that forms the trigger for Starting up a Project.	项目任务书	来自权威组织的外部产品，触发并启动项目准备阶段。

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project office	A temporary office set up to support the delivery of a specific change initiative being delivered as a project. If used, the Project Office undertakes the responsibility of the Project Support role.	项目办公室	为了支持一种特定变革而建立的临时性办公室，这一变革以项目的形式交付。一旦建立，项目办公室将承担项目支持角色的责任。
Project Plan	A high-level plan showing the major products of the project, when they will be delivered and at what cost. An initial Project Plan is presented as part of the Project Initiation Documentation. This is revised as information on actual progress appears. It is a major control document for the Project Board to measure actual progress against expectations.	项目计划	一项说明项目的主要产品及其交付日期和相应成本的高层次计划。初始项目计划是项目启动文件的一部分。它根据实际的进程状况而修订。它是项目管理委员会用以衡量实际项目进程是否和预期相符的主要控制文档。
project product	What the project must deliver in order to gain acceptance.	项目产品	为了通过验收，项目必须交付的产品。
Project Product Description	A special type of Product Description used to gain agreement from the user on the project's scope and requirements, to define the customer's quality expectation, and to define the acceptance criteria for the project.	项目产品描述	产品描述的特殊类型，用来在项目范围与要求方面与用户取得一致，同时用来为项目定义客户质量预期与验收标准。
project start-up notification	Advice to the host locations that the project is about to start and requesting any required Project Support services.	项目准备通知	给项目所在地的通知，告知项目将要开始，并要求提供必需的项目支持服务。

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PRINCE2:2009 Glossary - Chinese / English
(术语表– 中英文对照)

Page 24 of 40

Document Owner –
Helen Yu/Collis Boucher

PRINCE2 术语表– 中英文对照

Term 术语	Definition 定义	Translated Term 翻译的术语	Translated Definition 翻译的定义
Project Support	An administrative role in the project management team. Project Support can be in the form of advice and help with project management tools, guidance, administrative services, such as filing, and the collection of actual data.	项目支持	在项目管理团队中的行政角色。项目支持可以以下形式出现：指导并帮助使用项目管理工具，指导项目，行政服务（如文档整理），以及收集实际数据。
proximity (of risk)	The time factor of risk, i.e. the occurrence of risks will be more likely at particular times, and the severity of their impact will vary depending on when they occur.	临近度（风险）	影响风险的时间因素，即风险在某些特定的时间更容易发生，同时后果的严重性也依赖于发生时间而变化。
quality	The totality of features and inherent or assigned characteristics of a product, person, process, service and/or system that bear on its ability to show that it meets expectations or satisfies stated needs, requirements or specification.	质量	质量是产品、人员、流程、服务或系统的特征及内在或外在的特性总和，满足期望或特定要求、需求或规格说明的能力。
quality assurance	Independent checks that products will be fit for purpose or meet requirements.	质量保证	独立核查项目是否符合目标或满足要求。
quality control	The process of monitoring specific project results to determine if they comply with relevant standards and identifying ways to eliminate causes of unsatisfactory performance.	质量控制	质量控制是一种监控特定项目成果，并判断他们是否满足相应标准的流程；同时也是一种确定合适方法，消除造成不佳绩效因素的流程。

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PRINCE2:2009 Glossary - Chinese / English
(术语表– 中英文对照)

Page 25 of 40

Document Owner –
Helen Yu/Collis Boucher

Term 术语	Definition 定义	Translated Term 翻译的术语	Translated Definition 翻译的定义
quality criteria	A description of the quality specification that the product must meet, and the quality measurements that will be applied by those inspecting the finished product.	质量标准	质量标准描述产品必须满足的质量规格说明和质量度量标准。质检人员使用这些标准检查最终成品。
quality inspection	A systematic, structured assessment of a product carried out by two or more carefully selected people (the review team), in a planned, documented and organized fashion.	质量检查	由两个或多个细心挑选的人员（审查小组）对产品进行系统的、结构化的评估，以一种有计划，有组织的方式进行，并形成文件。
quality management	The coordinated activities to direct and control an organization with regard to quality.	质量管理	在质量方面，指导和控制组织的协调活动。
Quality Management Strategy	Defines the quality techniques and standards to be applied, and the various responsibilities for achieving the required quality levels, during the project.	质量管理战略	在项目中，定义所要应用的质量技术和标准；并定义各种职责，以达到所要求的质量水平。

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PRINCE2:2009 Glossary - Chinese / English
(术语表– 中英文对照)

Page 26 of 40

Document Owner –
Helen Yu/Collis Boucher

Term 术语	Definition 定义	Translated Term 翻译的术语	Translated Definition 翻译的定义
quality management system	The complete set of quality standards, procedures and responsibilities for a **site** or **organization**. In the project context, 'sites' and 'organizations' should be interpreted as the permanent or semi-permanent organization(s) sponsoring the project work, i.e. they are 'external' to the project's temporary organization. A programme, for instance, can be regarded as a semi-permanent organization that sponsors projects – and may have a documented quality management system.	质量管理体系	一个**项目现场**或一个**组织**的质量标准、步骤和职责的完整集合。在项目环境中，"项目现场"和"组织"被认为是永久或半永久的组织，来支持项目工作，即他们对于项目这种临时性组织是"外部的"。例如，项目群可以认为是支持项目的半永久性组织---因此需要有文档化的质量管理体系。
quality records	Evidence kept to demonstrate that the required quality assurance and quality control activities have been carried out.	质量记录	质量记录是一种可保留的证据，可证明已经执行必要的质量保证和质量控制活动。
Quality Register	Contains summary details of all planned and completed quality activities. The Quality Register is used by the Project Manager and Project Assurance as part of reviewing progress.	质量登记单	包含所有已计划和已完成的质量活动的概要和详细资料。项目经理和项目保证会把质量登记单作为审查进程的一部分来使用。
quality review	See 'quality inspection'.	质量审查	参见"质量检查"。

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PRINCE2:2009 Glossary - Chinese / English
(术语表– 中英文对照)

Page 27 of 40

Document Owner –
Helen Yu/Collis Boucher

Term 术语	Definition 定义	Translated Term 翻译的术语	Translated Definition 翻译的定义
quality review technique	A quality inspection technique with defined roles and a specific structure. It is designed to assess whether a product which takes the form of a document (or similar, e.g. a presentation) is complete, adheres to standards and meets the quality criteria agreed for it in the relevant Product Description. The participants are drawn from those with the necessary competence to evaluate its fitness-for-purpose.	质量审查技术	一种拥有定义好的角色和明确结构的质量检查技术。它用来评估表现为文件形式的产品（或相似形式如展示）是否完成，是否符合规格，是否满足产品描述中的质量标准。参加者需要具备必要能力，能判断产品是否符合目标。
quality tolerance	Quality tolerances for a product should be identified for each quality criteria by defining an acceptable **range** of values. Quality tolerance is documented in the Project Product Description (for the project-level quality tolerance) and in the Product Description for each product to be delivered.	质量容许偏差	需要对每一项质量标准确定可接受的区间值，从而定义产品质量容许偏差。质量容许偏差在项目产品描述中记录（对于项目级别质量容许偏差），并且在每种交付产品的产品描述中记录。
records	Dynamic management products that maintain information regarding project progress.	记录	动态的管理产品，留存与项目进展有关的信息。

Term 术语	Definition 定义	Translated Term 翻译的术语	Translated Definition 翻译的定义
reduce (risk response)	A response to a risk where proactive actions are taken to: Reduce the probability of the event occurring, by performing some form of control Reduce the impact of the event should it occur.	降低（风险应对）	风险应对的措施，采取了主动的行动来降低风险： 通过实施某些控制，降低事件发生的可能性。 假如事件发生，则降低事件的影响程度。
registers	Formal repositories managed by the Project Manager that require agreement by the Project Board on their format, composition and use. PRINCE2 has three registers: Issue Register, Risk Register and Quality Register.	登记单	由项目经理管理的正式知识库，需项目管理委员会认同其格式、组成和使用方式。PRINCE2 有三种登记单：问题登记单、风险登记单和质量登记单。
reject (risk response)	A response to a risk (opportunity) where a conscious and deliberate decision is taken not to exploit or enhance the opportunity, having discerned that it is more economical to do so than to attempt a risk response action. The opportunity should continue to be monitored.	拒绝（风险应对）	是一种风险（机会）应对措施，深思熟虑后决定不再利用或强化机会。因为采取这样的方式比实施风险应对行动也许更为经济。需要持续监控这种机会。
release	The set of products in a handover. The contents of a release are managed tested and deployed as a single entity. See 'handover'.	发布	在交接过程中的一系列产品。发布的内容要以一个单独实体的形式进行管理，检验和部署。参见"交接"。

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PRINCE2:2009 Glossary - Chinese / English
(术语表– 中英文对照)

Page 29 of 40

Document Owner –
Helen Yu/Collis Boucher

Term 术语	Definition 定义	Translated Term 翻译的术语	Translated Definition 翻译的定义
reports	Management products providing a snapshot of the status of certain aspects of the project.	报告	一种管理产品，反映了项目特定方面的状况概要。
request for change	A proposal for a change to a baseline. It is a type of issue.	变更请求	根据基线提出的变更建议。这是问题的一种类型。
residual risk	The risk remaining after the risk response has been applied.	剩余风险	采取风险应对措施后仍然存在的风险
responsible authority	The person or group commissioning the project (typically corporate or programme management) that has the authority to commit resources and funds on behalf of the commissioning organization.	职权组织	负责项目的人员或团体（典型代表是企业或项目群管理），有权利代表委任组织来提供资源和资金。
reviewer	A person or group independent of the producer who assesses whether a product meets its requirements as defined in its Product Description.	审查者	独立于生产者的人员或团体，评估产品是否满足在产品描述中定义的要求。
risk	An uncertain event or set of events that, should it occur, will have an effect on the achievement of objectives. A risk is measured by a combination of the probability of a perceived threat or opportunity occurring, and the magnitude of its impact on objectives.	风险	一种或一系列不确定的事件，当它发生了，将会影响目标的实现。度量风险，需要综合考虑威胁（或机会）发生的概率，与风险对目标的总体影响程度。

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Date of last update – 6 August 2009
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PRINCE2:2009 Glossary - Chinese / English
(术语表– 中英文对照)

Page 30 of 40

Document Owner –
Helen Yu/Collis Boucher

Term	Definition	Translated Term	Translated Definition
risk actionee	Some actions may not be within the remit of the risk owner to control explicitly; in that situation there should be a nominated owner of the action to address the risk. He or she will need to keep the risk owner apprised of the situation	风险执行人	有些行动可能不完全在风险负责人控制的职权范围内;在这种情况下应该有提名一个行动的执行人来解决该风险。他或者她需要保证风险负责人了解最新状况。
risk appetite	An organization's unique attitude towards risk-taking that in turn dictates the amount of risk that it considers is acceptable.	风险偏好	一个组织特有的承担风险的态度。换言之，规定一个可以接受的风险量级。
risk estimation	The estimation of probability and impact of an individual risk, taking into account predetermined standards, target risk levels, interdependencies and other relevant factors	风险估算	对单个风险的概率和影响进行估算,考虑到预定定义的规范、风险等级指标,相互依赖性及其他相关因素的关系
risk evaluation	The process of understanding the net effect of the identified threats and opportunities on an activity when aggregated together.	风险评价	应用一定的流程，针对某一活动所有已经识别出来的威胁和机会，理解其汇总在一起的净效应。
risk management	The systematic application of principles, approaches and processes to the tasks of identifying and assessing risks, and then planning and implementing risk responses.	风险管理	在一系列风险识别、评估工作,计划并执行风险的应对过程中系统应用原则、方法和过程。
Risk Management Strategy	Describes the goals of applying risk management, a description of the procedure that will be adopted, the roles and responsibilities, risk tolerances, the timing of risk management interventions, the tools and techniques that will be used, and the reporting requirements.	风险管理战略	描述应用风险管理的目标,描述风险管理的流程,定义角色和职责,风险容许偏差,风险管理干预的时机、风险管理的工具和技术,以及必要的报告。

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PRINCE2:2009 Glossary - Chinese / English
(术语表– 中英文对照)

Page 31 of 40

Document Owner –
Helen Yu/Collis Boucher

Term	Definition	Translated Term	Translated Definition
risk owner	A named individual who is responsible for the management, monitoring and control of all aspects of a particular risk assigned to them, including the implementation of the selected responses to address the threats or to maximize the opportunities.	风险负责人	一个实名制的个人：被任命负责管理,监督和控制分配给他们的某一特定风险的各个层面,包括实施选定的应对计划来消除威胁或扩大机遇。
risk profile	Describes the types of risk that are faced by an organization and its exposure to those risks.	风险概况	描述了组织所面临的风险类型，以及这些风险对组织可能造成的后果。
Risk Register	A record of identified risks relating to an initiative, including their status and history.	风险登记单	记录了与计划相关的风险,包括风险的状态和历史。
risk response	Actions that may be taken to bring the situation to a level where the exposure to risk is acceptable to the organization. These responses fall into one of a number of risk response categories.	风险应对	对于组织面临的风险可能采取的行动，以便使局势回到一个可以接受的程度。这些应对策略可能是风险应对类别中的一种。
risk response category	For threats, the individual risk response category can be avoid, reduce, transfer, accept or share. For opportunities, the individual risk response category can be exploit, enhance, reject or share.	风险应对类别	对于威胁，风险应对类别分别是规避、降低、转嫁、接受和共享。 对于机遇，风险应对类别分别有利用、强化、拒绝和共享。

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PRINCE2:2009 Glossary - Chinese / English
(术语表– 中英文对照)

Page 32 of 40

Document Owner –
Helen Yu/Collis Boucher

Term	Definition	Translated Term	Translated Definition
risk tolerance	The threshold levels of risk exposure which, when exceeded, will trigger an Exception Report to bring the situation to the attention of the Project Board. Risk tolerances could include limits on the plan's aggregated threats (e.g. aggregated risk costs to remain less than 10% of the plan's budget), or limits on any individual threat (e.g. any threat to operational service). Risk tolerance is documented in the Risk Management Strategy.	风险容许偏差	越来越多的风险超出了风险阈值水平时,会引发一份例外报告，以便引起项目管理委员会对局势的关注。风险的允许偏差可以是对累计多个威胁进行限定(如：累计风险成本保持低于整个项目计划预算的10%),或者是对单个威胁的限定 (如任何影响到运营服务的威胁)。风险容许偏差应当记录在风险管理战略中。
risk tolerance line	A line drawn on the summary risk profile. Risks that appear above this line cannot be accepted (lived with) without referring them to a higher authority. For a project, the Project Manager would refer these risks to the Project Board.	风险容许偏差线	在风险分布图上绘制的一根线。这条线上方的风险,没有高层授权将不能不能接受(忍受)。对于一个项目,项目经理应将这些风险上报项目管理委员会。
role description	Describes the set of responsibilities specific to a role.	角色描述	介绍了每一角色对应的具体职责。

Version 1.1 (Status – Live)
Date of last update – 6 August 2009
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PRINCE2:2009 Glossary - Chinese / English
(术语表– 中英文对照)

Page 33 of 40

Document Owner –
Helen Yu/Collis Boucher

Term	Definition	Translated Term	Translated Definition
schedule	Graphical representation of a plan (for example in a Gantt chart), typically describing a sequence of tasks, together with resource allocations, which collectively deliver the plan. In PRINCE2, project activities should only be documented in the schedules associated with a Project Plan, Stage Plan or Team Plan. Actions that are allocated from day-to-day management may be documented in the relevant project log (i.e. Risk Register, Daily Log, Issue Register, Quality Register) if they do not require significant activity.	进度表	计划的图标表示 (例如在甘特图)，通常是描述一个序列的任务，以及资源分配，两者组合在一起共同实现计划。在 PRINCE2 中,项目活动只应记录在项目计划、阶段计划或团队的计划的时间表中。如果不需要重大活动，从日常管理中分派的行动可以记录在项目相关日志中(如,风险登记单、日志、问题登记单、质量登记单)。
scope	The scope of a plan is the sum total of its products and the extent of their requirements. It is described by the product breakdown structure for the plan and associated Product Descriptions.	范围	一个计划的范围是其产品及产品外在需求的总和。它可以通过基于产品计划的产品分解结构和相应的产品描述来表述。
scope tolerance	The permissible deviation in a plan's scope that is allowed before the deviation needs to be escalated to the next level of management. Scope tolerance is documented in the respective plan in the form of a note or reference to the product breakdown structure for that plan. See 'tolerance'.	范围容许偏差	在项目范围容许偏差内的偏离是可以接受的，然而，一旦超越了范围容许偏差，需要上报上层管理者。范围容许偏差以项目备注或产品分解结构参考信息的形式被记录在的各自的计划中。参见"容许偏差"。

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PRINCE2:2009 Glossary - Chinese / English
(术语表– 中英文对照)

Page 34 of 40

Document Owner –
Helen Yu/Collis Boucher

Term	Definition	Translated Term	Translated Definition
Senior Responsible Owner (SRO)	The Senior Responsible Owner is a UK government term for the individual responsible for ensuring that a project or programme of change meets its objectives and delivers the projected benefits. They should be the owner of the overall business change that is being supported by the project. The SRO should ensure that the change maintains its business focus, has clear authority and that the context, including risks, is actively managed. This individual must be senior and must take personal responsibility for successful delivery of the project. They should be recognized as the owner throughout the organization. The SRO appoints the project's Executive (or in some cases may elect to be the Executive).	高层负责人	高层负责人是英国政府的称谓：负责保证变革的项目或项目群实现了目标并达到了预期收益的个人。他们是商业变革的负责人，而商业变革是项目得以进行的支柱。项目群高层负责人（SRO）应确保变革是围绕着商业焦点,保持明确的授权和背景,包括积极主动管理风险。这个人必须经验丰富而且为成功交付项目个人承担责任。他们被认为是整个组织的负责人。 高层负责人（SRO）指定项目主管 (在某些情况下, 可能被选为 项目主管)。
Senior Supplier	The Project Board role that provides knowledge and experience of the main discipline(s) involved in the production of the project's deliverable(s). The Senior Supplier represents the supplier interests within the project and provides supplier resources.	高级供应商	项目管理委员会的角色是为参与生产项目可交付产品的管理者提供知识和经验。高级供应商代表供应商在项目中的利益并提供供应商资源。
Senior User	The Project Board role accountable for ensuring that user needs are specified correctly and that the solution meets those needs.	高级用户	项目管理委员会角色负责保证客户的需求被正确地描述而且解决方案满足这些需求。

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PRINCE2:2009 Glossary - Chinese / English
(术语表– 中英文对照)

Page 35 of 40

Document Owner –
Helen Yu/Collis Boucher

Term	Definition	Translated Term	Translated Definition
specialist product	Specialist products are those products whose development is the subject of the plan. The specialist products are specific to an individual project (for example, an advertising campaign, a car park ticketing system, foundations for a building, a new business process etc.) Also known as a deliverable or output.	专业产品	专业产品是一系列产品，开发这些产品是项目计划的动机。专业产品可以具体到某个特定个体项目(例如,一个广告宣传活动,一辆汽车公园票务系统、基础建设、新业务流程等。)也称为可交付物或输出。
sponsor	The main driving force behind a programme or project. PRINCE2 does not define a role for the sponsor, but the sponsor is most likely to be the Executive on the Project Board, or the person who has appointed the Executive.	项目发起人	项目发起人是项目群或项目的主要驱动力量。PRINCE2 并没有为项目发起人定义一个角色,但赞助者是最有可能成为项目管理委员中的项目主管,或者可以任命项目主管权力的人。
stage	See 'management stage' or 'technical stage'	阶段	参见'管理阶段'或'技术阶段'
Stage Plan	A detailed plan used as the basis for project management control throughout a stage.	阶段计划	一份更具体的计划，为贯穿某一阶段的项目管理控制提供参照。
stakeholder	Any individual, group or organization that can affect, be affected by, or perceive itself to be affected by, an initiative (programme, project, activity, risk).	利益相关方（者/人）	任何个人、团体或组织，他们可以影响、被影响、或觉察到自己将要受到一项倡议(项目群、项目、活动、风险)。
start-up	The pre-project activities undertaken by the Executive and the Project Manager to produce the outline Business Case, Project Brief and initiation Stage Plan.	准备	项目前期由项目主管和项目经理开展的活动，以便提出概括性的商业论证，项目概述文件和启动阶段计划。

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PRINCE2:2009 Glossary - Chinese / English
(术语表– 中英文对照)

Page 36 of 40

Document Owner –
Helen Yu/Collis Boucher

Term	Definition	Translated Term	Translated Definition
strategy	An approach or line to take, designed to achieve a long-term aim. Strategies can exist at different levels – at the corporate, programme and project level. At the project level, PRINCE2 defines four strategies: Communication Management Strategy, Configuration Management Strategy, Quality Management Strategy and Risk Management Strategy.	战略	方法或措施，旨在实现长期目标。 战略可以存在于各种层面上—可存在于企业,项目群,项目。在项目层面，PRINCE2 定义了四种战略：沟通管理战略、配置管理战略、质量管理战略和风险管理战略。
supplier	The person, group or groups responsible for the supply of the project's specialist products.	供应商	负责提供项目专业产品的个人、团体或组织。
tailoring	The appropriate use of PRINCE2 on any given project, ensuring that there is the correct amount of planning, control, governance and use of the processes and themes, whereas the adoption of PRINCE2 across an organization is known as 'embedding'.	剪裁	合理使用 PRINCE2 到给定项目上,确保正确的计划、控制、管理和使用的流程和主题，因此，在整个组织中采用 PRINCE2 被称为"根植"。
Team Manager	The person responsible for the production of those products allocated by the Project Manager as defined in a Work Package to an appropriate quality, in a timescale and at a cost acceptable to the Project Board. This role reports to, and takes direction from, the Project Manager. If a Team Manager is not assigned, then the Project Manager undertakes the responsibilities of the Team Manager role.	小组经理	负责生产最终产品的人，而这些产品是由项目经理分配，在产品工作包定义适当的--项目管理委员会可接受的--质量，时间表和费用。这个角色报告,并也接受项目经理的指示。如果没有指定一个小组经理，则该项目的项目经理,可以承担小组经理的职责。

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PRINCE2:2009 Glossary - Chinese / English
(术语表– 中英文对照)

Page 37 of 40

Document Owner –
Helen Yu/Collis Boucher

PRINCE2 术语表– 中英文对照

Term	Definition	Translated Term	Translated Definition
Team Plan	An optional level of plan used as the basis for team management control when executing Work Packages.	小组计划	一个可选的计划级别，团队计划可以为团队经理控制工作包执行过程提供依据。
technical stage	A method of grouping work together by the set of techniques used, or the products created. This results in stages covering elements such as design, build and implementation. Such stages are technical stages and are a separate concept from management stages.	技术阶段	一种方法：通过使用的技术集合或者制造的产品将工作组合在一起。这样的阶段划分能够覆盖各要素，如设计、构建和实施。这样的阶段是一个技术阶段，有别于管理阶段的概念。
theme	An aspect of project management that needs to be continually addressed, and that requires specific treatment for the PRINCE2 processes to be effective.	主题	项目管理的一个方面，需要不断地研讨，这需要对PRINCE2 过程特别关注，以保证有效性。
time tolerance	The permissible deviation in a plan's time that is allowed before the deviation needs to be escalated to the next level of management. Time tolerance is documented in the respective plan. See 'tolerance'.	时间容许偏差	在时间计划容许偏差范围内允许的偏差，如果超过时间容许偏差则需要上报上一级管理层。时间容许偏差应记录在各自的计划中。参见"容许偏差"。
time-driven control	Controls that are periodic to enable the next higher authority to monitor progress, e.g. a control that takes place every two weeks. PRINCE2 offers two key time-driven progress reports: Checkpoint Report and Highlight Report.	时间驱动控制	控制是周期性让高层管理机构监督项目进展，如控制--每两个星期开一次会。PRINCE2 提供两个关键时间驱动的进度报告：检查点报告和要点报告。

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PRINCE2:2009 Glossary - Chinese / English
(术语表– 中英文对照)

Page 38 of 40

Document Owner –
Helen Yu/Collis Boucher

Term	Definition	Translated Term	Translated Definition
tolerance	The permissible deviation above and below a plan's target for time and cost without escalating the deviation to the next level of management. There may also be tolerance levels for quality, scope, benefit and risk. Tolerance is applied at project, stage and team levels.	容许偏差	凡是不上报高层管理者的可允许的偏差，例如：一定容忍度内的项目延期/提前竣工或成本超支/结余。当然，还会有质量、规模、效益和风险的允许偏差。允许偏差适用于项目级、阶段级以及小组级。
transfer (risk response)	A response to a threat where a third party takes on responsibility for some of the financial impact of the threat (for example, through insurance or by means of appropriate clauses in a contract.)	转移（风险应对）	应对威胁的一种策略，即，让第三方责任承担一部分威胁的财务影响责任（例如，通过保险或通过适当的合同条款。）
trigger	An event or decision that triggers a PRINCE2 process.	触发	一个事件或决定，它将触发 PRINCE2 过程。
user acceptance	A specific type of acceptance by the person or group who will use the product once it is handed over into the operational environment.	用户验收	某一特定类型的个人或群体（一旦被移交到工作环境后最终使用产品的人）的验收。
user(s)	The person or group who will use one or more of the project's products.	用户	最终使用一个或多个项目产品的个人或群组。
variant	A means of distinguishing between derivatives of baselined products. For example, an operations manual may have an English variant and a Spanish variant.	变体	一种辨别由基准产品派生出的不同衍生产品之间差异的方法。例如,一个操作手册可能有一个英语变体和西班牙变体。

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PRINCE2:2009 Glossary - Chinese / English
(术语表– 中英文对照)

Page 39 of 40

Document Owner –
Helen Yu/Collis Boucher

Term	Definition	Translated Term	Translated Definition
version	A specific baseline of a product. Versions typically use naming conventions that enable the sequence or date of the baseline to be identified. For example Project Plan version 2 is the baseline after Project Plan version 1.	版本	某个产品的一个特定基准。版本通常使用命名规则，该规则定义了版本的序列或成为基准的日期。例如项目计划第二版是基于项目计划版本 1 之后的另一基线。
waterfall methods	A waterfall method describes a development approach that is linear and sequential with distinct goals for each phase of development. Once a phase of development is completed, the development proceeds to the next phase and earlier phases are not revisited (hence the analogy that water flowing down a mountain cannot go back).	瀑布方法	瀑布方法描述了一种开发方式，该方式是线性的、顺序的开发，而且每一开发阶段有清晰的目标。一旦一个开发阶段完成，即进入下一阶段，而早期阶段将不再重复（因此，可以用水流顺山而下一去不返来类比）。
Work Package	The set of information relevant to the creation of one or more products. It will contain a description of the work, the Product Description(s), details of any constraints on production, and confirmation of the agreement between the Project Manager and the person or Team Manager who is to implement the Work Package that the work can be done within the constraints.	工作包	制造一个或多个产品的一系列相关信息。它包含了工作描述、产品说明书、任何有关产品限制的细节、以及项目经理和在一定限定条件下负责实施工作包的团队经理之间达成的协议。

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PRINCE2:2009 Glossary - Chinese / English
(术语表– 中英文对照)

Page 40 of 40

Document Owner –
Helen Yu/Collis Boucher