

Glossary of Terms

Analysis:

An act of separating a business system into its parts with an examination of the parts to study their nature and interrelationship.

Architecture:

A guide for creating, performing, and evaluating a process established on clearly stated, documented principles, composed of durable models and supported by enabling standards. (For example: Information Services Architecture is a guide for delivering information capabilities)

Business Assumption:

A speculation, by Information Systems, about a business need, direction, resource, or perspective.

Charter:

Contract between a client and provider of services to complete a project. The charter document consists of, at minimum, the mission, objectives, boundary statement, committed resources, and authorizing players.

Client:

A person with responsibility for the stewardship of organizational intent. This responsibility includes: 1) certification of essence (requirements) models as complete and correct, 2) giving permission to continue to use resources to build their system.

Competition:

Any person or organization qualified to provide the same products and services we provide; primarily from outside the company.

Consensus:

Alignment; A unanimous agreement to continuously support a decision. Silence is sabotage.

Culture:

Shared, learned behavior.

Data: (see *Information, Knowledge, Wisdom**)

Collection of raw facts or figures that are known or assumed.

Deliverable:

A work product created as the result of a set of tasks.

Design:

A blueprint that shows the use of, control over and interactions among selected components of technology, chosen to support a set of requirements.

Design Criterion:

Constraints or obligations chosen to limit the set of potential solutions.

Documented:

Recorded and relied upon as proof; recorded such that it can be used as reference to the past.

Durable:

Lasting in spite of frequent use.

(Business) Effect:

A change to the business environment that is externally observable.

Enabling:

Providing with means, opportunity, power, authority or capability to do something.

Essence Model:

A model of business policy that defines the characteristics of a system that would exist no matter what particular technology is used to implement the system.

Event:

An occurrence, outside the boundary of the system, for which the system has a planned, policy-based response.

Goal:

A statement of desired business effect, described in qualitative terms.

Guide:

To point out the way for; to give instruction to; to direct.

Information: (see Data, Knowledge, Wisdom[±])

1. Data that has been aggregated, associated, given context, or assigned value.
2. Data that reduces uncertainty [Dale Emery]

Information Capability:

An ability or capacity for converting data to information.

(Information) Infrastructure:

The underlying installations and facilities on which the continuance and growth of information capabilities depends (i.e. computers, networks, operating systems, etc.)

Information System:

A set or arrangement of models, processes, people, data collections, hardware and software which provides the capability to convert data to information.

Knowledge: (see Data, Information, Wisdom[±])

An aggregation of information, experiences, and education which enables putting the information to use in multiple contexts..

Law (or Regulation):

Constraints or obligations, imposed by an outside entity, which limit the set of potential solutions.

Lead:

Influence people to freely serve a shared purpose. (Thanks to Dale Emery for this definition)

Leadership:

The ongoing process of leading.

Mandates:

Collection of laws (or regulations), design criteria and requirements, usually provided by the client, which serves as a starting point for creating a system.

Method:

1. A systematic procedure, used in a consistent way to perform tasks and create deliverables.
2. A standard as applied to a series of work steps.

Methodology:

An orderly arrangement of procedures for doing something; A philosophy-biased collection of methods.

Mission:

1. A one-line statement that sets a direction for the work that follows..
2. A description of the role to be played in achieving a purpose

Model:

A selectively incomplete representation of something important in the real world that provides the ability to study a certain aspect of the real world object.

Objective:

A statement of business effect described in measurable (quantitative) terms, as of an instant in future time.

Plan:

A collection of methods, deliverables and accountabilities, associated with dates, formulated in advance of a specific project or effort.

Principle:

A fundamental rule that highlights accepted and valued behavior. The rule is stated in the active present tense. An example is "We provide the best information solution regardless of the source or form of the solution".

Principle Implication:

A necessary condition or effect of holding a particular principle. An implication may become a model, requirement, or design.

Problem:

A discrepancy between what is desired and what is perceived.

Purpose:

The desired broader implication on the world of a project's mission.

Requirement:

A statement of business policy, expressed in terms of information, which holds true over time.

Solution:

A method, operating through time, employed to reduce or eliminate a problem.

Standard:

A pattern for work, established from observation of best practices, used to liberate and enhance future work efforts.

Strategy:

A decision intended to lead an organization into the most advantageous position possible and guide members of the organization in detecting, selecting, and acting upon the best opportunities.

Tactic:

A specific method used to serve a strategy.

Task:

Work steps assigned to a person.

Technology:

1. The application of knowledge, skills, methods, and objects to transform matter, energy, and information into more valued forms.
2. Knowledge, skills, methods, and objects applied to transform matter, energy, and information into more valued forms.

Thanks to Dale Emery and III for the separate definitions that I've merged here.

User:

Anyone who employs information system artifacts in their daily work.

Vision:

A shared mental picture of how we would like to see ourselves and how we would like to be seen by others.

Wisdom: (see *Data, Information, Knowledge*²)

1. The application of judgment and understanding to a collection of knowledge to derive general principles.
2. A keen sense of the risk to reward ratios of alternative courses of action [Bill Pardee]

Other Definitions: that I like

Knowledge is that which is held to be true in reference to facts; **Belief** is that which is held to be true in absence of facts; **Faith** is that which is held to be true in contradiction of facts.

* *Comparison: Data = 25 cents; Information = candy bar is 25 cents; Knowledge = 10 years ago a candy bar was 5 cents, today 25 cents, I project that in 5 years it will be \$1; Wisdom = If a candy bar will cost \$1 and chocolate prices move with the cost of candy bars, I will buy chocolate futures.*