PROJEKTIJUHTIMISE JUHISED

Guidance on project management
(ISO 21500:2012, identical)

EESTI STANDARDIKESKUS EVS
ESTONIAN CENTRE FOR STANDARDISATION

EESTI STANDARDI EESSÕNA

NATIONAL FOREWORD

See Eesti standard EVS-ISO 21500:2018 „Projektijuhtimise juhised" sisaldab rahvusvahelise standardi ISO 21500:2012 „Guidance on project management" identset ingliskeelset teksti.	This Estonian Standard EVS-ISO 21500:2018 consists of the identical English text of the International Standard ISO 21500:2012 „Guidance on project management".
Ettepaneku rahvusvahelise standardi ümbertrüki meetodil ülevõtuks on esitanud Eesti Projektijuhtimise Assotsiatsioon, standardi avaldamist on korraldanud Eesti Standardikeskus.	Proposal to adopt the International Standard by reprint method has been presented by Estonian Project Management Association, the Estonian Standard has been published by the Estonian Centre for Standardisation.
Standard EVS-ISO 21500:2018 on jõustunud sellekohase teate avaldamisega EVS Teataja 2018. aasta märtsikuu numbris.	Standard EVS-ISO 21500:2018 has been endorsed with a notification published in the March 2018 issue of the official bulletin of the Estonian Centre for Standardisation.
Standard on kättesaadav Eesti Standardikeskusest.	The standard is available from the Estonian Centre for Standardisation.

Käsitlusala

See rahvusvaheline standard annab juhised projektijuhtimiseks ja seda võib kasutada kõigis organisatsioonides, kaasa arvatud avaliku sektori, era- või ühiskondlikes organisatsioonides ja kõigis projektides, sõltumata keerukusest, suurusest või kestusest.

See rahvusvaheline standard annab üldise kirjelduse kontseptsioonidest ja protsessidest, mida peetakse heaks tavaks projektijuhtimises. Projektid on asetatud programmide ja projektiportfellide konteksti, kuid see rahvusvaheline standard ei paku täpseid juhiseid programmide ja projektiportfellide juhtimiseks. Teemasid, mis puudutavad üldist juhtimist, käsitletakse ainult projektijuhtimise kontekstis.

Tagasisidet standardi sisu kohta on võimalik edastada, kasutades EVS-i veebilehel asuvat tagasiside vormi või saates e-kirja meiliaadressile standardiosakond@evs.ee.

ICS 03.100.40

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Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 2.

The main task of technical committees is to prepare International Standards. Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights.

ISO 21500 was prepared by Project Committee ISO/PC 236, *Project management*.

For the purposes of research on project management standards, users are encouraged to share their views on ISO 21500:2012 and their priorities for changes to future editions of the document. Click on the link below to take part in the online survey:

http://www.surveymonkey.com/s/21500

Introduction

This International Standard provides guidance on concepts and processes of project management that are important for, and have impact on, the performance of projects.

The target readership for this International Standard is the following:

— senior managers and project sponsors, in order to provide them with a better understanding of the principles and practice of project management and to help them give appropriate support and guidance to their project managers, project management teams and project teams;

— project managers, project management teams and project team members, so that they have a common basis upon which to compare their project standards and practices with those of others;

— developers of national or organizational standards, for use in developing project management standards, which are consistent at a core level with those of others.

Guidance on project management

1 Scope

This International Standard provides guidance for project management and can be used by any type of organization, including public, private or community organizations, and for any type of project, irrespective of complexity, size or duration.

This International Standard provides high-level description of concepts and processes that are considered to form good practice in project management. Projects are placed in the context of programmes and project portfolios, however, this International Standard does not provide detailed guidance on the management of programmes and project portfolios. Topics pertaining to general management are addressed only within the context of project management.

2 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

2.1
activity
identified component of work within a schedule that is required to be undertaken to complete a project

2.2
application area
category of projects that generally have a common focus related to a product, customer or sector

2.3
baseline
reference basis for comparison against which project performance is monitored and controlled

2.4
change request
documentation that defines a proposed alteration to the project

2.5
configuration management
application of procedures to control, correlate and maintain documentation, specifications and physical attributes

2.6
control
comparison of actual performance with planned performance, analysing variances and taking appropriate corrective and preventive action as needed

2.7
corrective action
direction and activity for modifying the performance of work to bring performance in line with the plan

2.8
critical path
sequence of activities that determine the earliest possible completion date for the project or phase

2.9
lag
attribute applied to a logical relationship to delay the start or end of an activity