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中国工程建设标准化协会标准

Standard of China Engineering Construction Standardization Association

国际工程建设项目管理术语标准

（征求意见稿）

Standard for Terminology of International Engineering Construction Project Management (Consultation Paper)

2021 年 2 月

前 言

根据中国工程建设标准化协会《关于印发<2018 年第一批协会标准制订、修订计划>的通知》（建标协字[2018]**号）的要求，编制组经广泛调查研究，认真总结实践经验，参考国内外有关标准，并在广泛征求意见的基础上，制定本标准。

本标准共 13 章，内容包括：总则，建设项目管理通用术语，建设项目整合管理、范围管理、进度管理、成本管理、质量管理、资源管理、沟通管理、风险管理、采购管理、相关方管理、健康、安全、安保和环境管理等专用术语。

本标准由中国工程建设标准化协会工程管理专业委员会归口管理，由哈尔滨工业大学负责具体技术内容的解释，执行过程中如有意见或建议，请寄送至解释单位（地址：黑龙江省哈尔滨市南岗区黄河路 72 号哈尔滨工业大学土木工程学院，邮政编码：150001）。

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PREFACE

According to the requirements of the Notice of the China Association for Engineering Construction Standardization on Issuing the First Batch of Association Standards Formulation and Revision Plans In 2018 (No. ** [2018] of the China Association for Engineering Construction Standardization), this standard is formulated by the editorial board after extensive investigation and study, careful summary of practical experience, reference of relevant domestic and foreign standards, and extensive public comment.

This standard consists of 13 chapters, including general provisions, general terminology of construction project management, and special terminology of construction project integration management, scope management, schedule management, cost management, quality management, resource management, communications management, risk management, procurement management, stakeholder management, health, safety, security and environmental management.

This standard is subject to centralized management by the Project Management Professional Committee of China Engineering Construction Standard. Harbin Institute of Technology is responsible for the interpretation of the specific technical content of this standard. The public may send their opinions to the interpretation entity during the implementation of this standard (Mailing address: School of Civil Engineering, Harbin Institute of Technology, No. 72 Huanghe Road, Nangang District, Harbin, Heilongjiang Province. Postal code: 150001).

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1.0.1 为了促进国际工程建设项目管理专业术语规范化，解决围绕国际建设项目开展的沟通交流、合同订立等情况下出现的特定单词语义理解不一致问题，提高翻译的水平和合同订立的质量，制定本标准。

1.0.2 本标准适用于国际工程建设项目管理活动。

1.0.3 国际工程建设项目管理术语使用中除应符合本标准外，尚应符合国家现行有关标准的规定。

1 General Provisions

1.0.1 For the purpose of promoting the standardization of professional terms of international engineering construction project management, addressing the problem of inconsistent semantic understanding of specific words in the communication and contract formation of international engineering construction projects, and improving the level of translation and the quality of contract, this standard is hereby formulated.

1.0.2 This standard applies to international engineering construction project management activities.

1.0.3 In addition to this standard, the use of international engineering construction project management terminology shall also comply with the provisions of relevant national standards currently in force.

2 建设项目管理通用术语 General Terminology of Construction Project Management

2.1 建设项目管理核心知识领域相关术语 Related Terminology of the Core Knowledge Field of Construction Project Management

2.1.1 建设项目 Construction Project

需要一定量的投资，经过决策、设计、施工等一系列程序，在一定的约束条件（安全、质量、工期、成本）下形成固定资产的一次性活动。

2.1.1 Construction Project 建设项目

The one-time activity that requires a certain amount of investment, through a series of procedures such as decision-making, design, and construction, and under certain constraints (safety, quality, construction period, cost).

2.1.2 项目整合管理 Project Integration Management

包括对隶属于项目管理过程组的各种过程和项目管理活动进行识别、定义、组合、统一和协调的各个过程。

2.1.2 Project Integration Management 项目整合管理

It includes the process of identifying, defining, combining, unifying and coordinating various processes and project management activities that belong to the project management process group.

2.1.3 项目范围管理 Project Scope Management

包括确保项目做且只做所需的全部工作以成功完成项目的各个过程。

2.1.3 Project Scope Management 项目范围管理

It includes ensuring that the project is done and only doing all the work required to successfully complete the project.

2.1.4 项目进度管理 Project Schedule Management

包括为管理项目按时完成所需的各个过程。

2.1.4 Project Schedule Management 项目进度管理

It includes all the processes needed to manage the project to complete on time.

2.1.5 项目成本管理 Project Cost Management

包括为使项目在批准的预算内完成而对成本进行规划、估算、预算、融资盗、管理和控制的各个过程。

2.1.5 Project Cost Management 项目成本管理

It includes the various processes of planning, estimating, budgeting, financing theft, managing and controlling the cost in order to complete the project within the approved budget.

2.1.6 项目质量管理 Project Quality Management

包括组织质量规划、管理、控制项目和产品质量要求，以满足相关方的期望的各个过程。

2.1.6 Project Quality Management 项目质量管理

It includes the various processes of organizing quality planning, management, and control of project and product quality requirements to meet the expectations of related parties.

2.1.7 项目资源管理　Project Resource Management

包括识别、获取和管理所需资源以顺利完成项目的各个过程。

2.1.7 Project Resource Management　　项目资源管理

It includes the processes of identifying, acquiring and managing the resources needed to successfully complete the project.

2.1.8 项目沟通管理　Project Communications Management

包括为确保及时且恰当地规划、收集、生成、发布、存储、检索、管理、控制、监督和最终处置项目信息所需的各个过程。

2.1.8 Project Communications Management 项目沟通管理

It includes the various processes required to ensure timely and appropriate planning, collection, generation, release, storage, retrieval, management, control, supervision and final disposal of project information.

2.1.9 项目风险管理　Project Risk Management

包括规划风险管理、识别风险、开展风险分析、规划风险应对、实施风险应对和监督风险的各个过程。

2.1.9 Project Risk Management　　项目风险管理

It includes the various processes of planning risk management, identifying risks, carrying out risk analysis, planning risk response, implementing risk response and monitoring risks.

2.1.10 项目采购管理　Project Procurement Management

包括从项目团队外部来购或获取所需产品、服务或成果的各个过程。

2.1.10 Project Procurement Management　　项目采购管理

It includes the various processes of purchasing or obtaining required products, services or results from outside the project team.

2.1.11 项目相关方管理　Project Stakeholder Management

包括识别能够影响项目或会受项目影响的人员、团体或组织，分析相关方对项目的期望和影响，制定合适的管理策略来有效调动相关方参与项目决策和执行的各个过程。

2.1.11 Project Stakeholder Management项目相关方管理

It includes identifying people, groups, or organizations that can affect the project or will be affected by the project, analyzing the expectations and impacts of related parties on the project, and formulating appropriate management strategies to mobilize related parties to participate in the various processes of the project.

2.1.12 项目健康、安全、安保和环境管理　Project Health, Safety, Security and Environmental Management

包括为制定、实施、实现、评审和保持职业健康安全与环境管理的目的而指挥与控制组织的协调活动。

2.1.12 Project Health, Safety, Security and Environmental Management　　项目健康、安全、安保和环境管理

It includes commanding and controlling the coordination activities of the organization for the purpose of formulating, implementing, implementing, reviewing and maintaining health, safety, and environmental management.

2.2 建设项目管理干系人相关术语 Related Terminology of Construction Project Management Stakeholders

2.2.1 项目相关方 Project Stakeholder

能影响项目、项目集或项目组合的决策、活动或结果的个人、小组或组织，以及会受或自认为会受它们的决策、活动或结果影响的个人、小组或组织。

2.2.1 Project Stakeholder 项目相关方

Individuals, groups, or organizations that can influence the decisions, activities, or results of a project, program, or portfolio, and individuals, groups, or organizations that are or think they will be affected by their decisions, activities, or results.

2.2.2 业主 Owner

工程建设项目的投资人或投资人专门为工程建设项目设立的独立法人。

2.2.2 Owner 业主

The investor of a construction project or an independent legal person established by the investor for the construction project.

2.2.3 承包商 Contractor

技术力量较强、有丰富工程管理经验的项目管理公司，它负责对工程项目建设进行全面和全过程的项目管理。

2.2.3 Contractor 承包商

It is a project management company with high technical level and rich experience in project management. It is responsible for comprehensive and whole-process project management of project construction.

2.2.4 分包商 Sub-contractor

承包商（尤其是总承包商）将承包的一个合同项目中的一个部分所给予的组织。

2.2.4 Sub-contractor 分包商

It is the organization given to a part of a project to be contracted by the contractor.

2.2.5 指定分包商 Nominated Sub-contractor

由业主（或工程师）指定、选定，完成某项特定工作内容并与承包商签订分包合同的特殊分包商。

2.2.5 Nominated Sub-contractor 指定分包商

It is a special subcontractor designated and selected by the owner (or engineer) to complete a specific work content and sign a subcontract with the contractor.

2.2.6 建筑师 Architect

受过专业教育或训练，以建筑设计为主要职业的人。

2.2.6 Architect 建筑师

It refers to a person who has received professional education or training and whose main occupation is architectural design.

2.2.7 工程师 Engineer

当执行合同规定的职责或行使授权时，代雇主行事的专业人员。

2.2.7 Engineer 工程师

It be deemed to act for the employer, whenever carrying out duties or exercising authority,

specified in or implied the contract.

2.2.8 项目经理　Project Manager

由执行组织委派，领导团队实现项目目标的个人。

2.2.8 Project Manager　项目经理

An individual assigned by the executive organization to lead the team to achieve project goals.

2.2.9 施工专业人员　Construction Professional

在建筑施工相关行业中从事职业的人。

2.2.9 Construction Professional　施工专业人员

It is someone who has a career in a construction-related discipline.

2.2.10 承包商的代表　Contractor's Representative

为合同目的被授权代表承包商行事的个人。

2.2.10 Contractor's Representative 承包商的代表

It means the individual authorized to act on behalf of the contractor for the purposes of the contract.

2.2.11 工程师代表　Engineer Representative

工程师以书面通知承包商的工程师助手。

2.2.11 Engineer Representative　工程师代表

It means an assistant of the engineer notified in writing to the contractor by the engineer.

2.2.12 承包商的管理工作 Contractor's Management

承包商对单个公司执行的外包工作的管理。

2.2.12 Contractor's Management　承包商的管理工作

It is the managing of outsourced work performed for an individual company.

2.2.13 承包商的人员 Contractor's Personnel

承包商为根据合同提供服务所提供的人员。

2.2.13 Contractor's Personnel 承包商的人员

It means the personnel to be provided by the contractor to provide services as per the contract.

2.2.14 承包商的设备 Contractor's Equipment

承包商或其分包商提供的硬件、电子电信设备以及机具，用于提供产品和/或服务。

2.2.14 Contractor's Equipment　承包商的设备

It means the hardware, computer and telecoms devices and equipment supplied by the contractor or its sub-contractor for the provision of the goods and/or services.

2.2.15 承包商的文件 Contractor's Documents

承包商根据合同提供的测算、计算机程序和软件、工程图、手册、模型以及其他具有技术性质的文件。

2.2.15 Contractor's Documents承包商的文件

It means the calculations, computer programs and other software, drawings, manuals, models and other documents of a technical nature supplied by the contractor under the contract.

2.3 建设项目交付方式相关术语 Related Terminology of Construction Project Delivery Method

2.3.1 项目交付方式 Project Delivery Method

为设计和建造一个工程项目而分配合同责任的综合过程，并确定为项目绩效承担合同责任的主要参与方。

2.3.1 Project Delivery Method 项目交付方式

It is a comprehensive process of assigning contractual responsibilities for the design and construction of a project, and identifying the main participants who are contractually responsible for the performance of the project.

2.3.2 设计-招标-建造 Design-Bid-Build

由业主委托建筑师或咨询工程师进行工程设计和编制招标文件并进行招标。中标公司与业主签订协议，按照工程设计进行工程施工。

2.3.2 Design-Bid-Build 设计-招标-建造

The architect or consulting engineer entrusted by the owner completely designs the project and prepares tender documentation upon which competitive bids are obtained from the contractors. The successful tenderer enters into an agreement with the owner and carries out the construction in accordance with the design.

2.3.3 设计-建造 Design-Build

在项目原则确定之后，业主选定一家公司负责项目的设计和施工。

2.3.3 Design-Build 设计-建造

After the project principles are determined, the owner selects a company to be responsible for the design and construction of the project.

2.3.4 设计-采购-施工 Engineering-Procurement-Construction

在项目决策阶段以后，从设计开始，经招标、委托一家工程公司对设计-采购-建造进行总承包。

2.3.4 Engineering-Procurement-Construction 设计-采购-施工

After the project decision-making stage, from the beginning of the design, an engineering company was commissioned to undertake the general contracting of design-purchase-construction through bidding.

2.3.5 设计-建造-运营-维护-（移交） Design-Build-Operate-Maintain-(Transfer)

传统采购设计和建造方式的一种演变，在该方法中，指定了总承包商来设计和建造工程。

2.3.5 Design-Build-Operate-Maintain-(Transfer) 设计-建造-运营-维护-（移交）

It is a variation of the classic design and build method of procurement in which the main contractor is appointed to design and construct the works.

2.3.6 建设管理 Construction Management

使用专业的项目管理技术对工程进行从始至终总体的规划、设计和施工，从而有针对性地满足业主需求。

2.3.6 Construction Management 建设管理

Using professional service that uses specialized, project management techniques to

oversee the planning, design, and construction of a project, from its beginning to its end, so as to meet the owners' needs.

2.3.7 集成项目交付　Integrated Project Delivery

一种建设项目交付方法，该方法在设计，制造和施工的所有阶段中寻求效率并让所有参与者参与。

2.3.7 Integrated Project Delivery　集成项目交付

It is a construction project delivery method that seeks efficiency and involvement all participants through all phases of design, fabrication, and construction.

2.3.8 公私合伙　Public-Private Partnership

政府机构与私营部门主体之间的合同约定，其允许私营部门更广泛地参与从事公共基础设施项目。

2.3.8 Public-Private Partnership　公私合伙

A contractual agreement between government agencies and private sector entities that allows the private sector to participate extensively in public infrastructure projects.

2.4 建设项目生命周期相关术语 Related Terminology of Construction Project Life Cycle

2.4.1 项目生命周期　Project Life Cycle

项目从开始到结束所经历的一系列阶段。

2.4.1Project Life Cycle　项目生命周期

The series of phases that a project passes through from its start to its completion.

2.4.2 项目前期准备　Pre-project Preparation

为项目执行提供一系列的准备工作。

2.4.2Pre-project Preparation　项目前期准备

To provide a series of preparatory work for the project execution.

2.4.3 预测型生命周期Predictive Life Cycle

项目生命周期的一种类型，在生命周期的早期阶段确定项目范围以及所需时间和成本。

2.4.3 Predictive Life Cycle　预测型生命周期

A type of project life cycle that determines the scope of the project and the time and cost required in the early stages of the life cycle.

2.4.4 适应型生命周期　Adaptive Life Cycle

一种项目生命周期模式，也称为变更驱动或敏捷方法，其目的在于方便变更，获取干系人持续的高度参与。

2.4.4 Adaptive Life Cycle　适应型生命周期

A project life cycle, also known as change-driven or agile methods, that is intended to facilitate change and require a high degree of ongoing stakeholder involvement.

2.4.5 迭代型生命周期　Iterative Life Cycle

一种项目生命周期，项目范围通常于项目生命周期的早期确定，但时间及成本估算将随着项目团队对产品理解的不断深入而定期修改。

2.4.5 Iterative Life Cycle　迭代型生命周期

A project life cycle where the project scope is generally determined early in the project life cycle, but time and cost estimates are routinely modified as the project team's understanding of the product increases.

2.4.6 增量型生命周期 Incremental Life Cycle

一种适应型项目生命周期，它是通过在预定的时间区间内渐进增加产品功能的一系列迭代来产出可交付成果。只有在最后一次迭代之后，可交付成果具有了必要和足够的能力，才能被视为完整的。

2.4.6 Incremental Life Cycle 增量型生命周期

An adaptive project life cycle in which the deliverable is produced through a series of iterations that successively add functionality within a predetermined time frame. The deliverable contains the necessary and sufficient capability to be considered complete only after the final iteration.

2.5 其他相关通用术语 Other Related General Terminology

2.5.1 工程所在国 Country

实施永久工程的现场（或其大部分）所在的国家。

2.5.1 Country 工程所在国

The country in which the Site (or most of it) is located, where the Permanent Works are to be executed.

2.5.2 项目治理 Project Governance

用于指导项目管理活动的框架、功能和过程，从而创造独特的产品、服务或结果以满足组织、战略和运营目标。

2.5.2 Project Governance 项目治理

The framework, functions, and processes used to guide project management activities to create products, services, or results to meet organizational, strategic, and operational goals.

2.5.3 社会责任 Social Responsibility

企业在创造利润、对股东和员工承担法律责任的同时，还要承担的对消费者、社区和环境的责任。

2.5.3 Social Responsibility 社会责任

The responsibility to consumers, the community, and the environment that enterprises must bear while creating profits and assuming legal responsibilities to shareholders and employees.

2.5.4 可持续性 Sustainability

在不超出环境承载量的情况下满足人类的需求。

2.5.4 Sustainability 可持续性

Meeting human needs without exceeding the environmental carrying capacity.

2.5.5 规则 Rules

由群众共同制定、公认或由代表人统一制定并通过的，由群体里的所有成员一起遵守的条例和章程。

2.5.5 Rules 规则

Regulations and articles which are jointly formulated or recognized by the masses, or

uniformly formulated and adopted by representatives, and which are to be observed by all members of a group.

2.5.6 合同协议　Contract Agreement

双方间批准或确立合同的正式协议书。

2.5.6 Contract Agreement　合同协议

Formal agreement between two parties approving or establishing a contract.

2.5.7 协议　Agreement

用于明确项目初步意向的任何文件或沟通，形式有合同、谅解备忘录（MOU）协议书、口头协议和电子邮件等。

2.5.7 Agreement　协议

Any document or communication that defines the initial intentions of a project. This can take the form of a contract, memorandum of understanding (MOU), letters of agreement, verbal agreement, email, etc.

2.5.8 菲迪克　FIDIC

国际咨询工程师联合会。

2.5.8 FIDIC　菲迪克

The Federation International des Ingenieurs-Conseils, the international federation of consulting engineers.

2.5.9 文件　Document

提供有关某物信息的官方文件、书籍或电子文件，或可用作证据或证据的文件。

2.5.9 Document　文件

An official paper, book or electronic file that gives information about something, or that can be used as evidence or proof of something.

2.5.10 证书　Certificate

由机关、团体等发的证明资格或权力的文件。

2.5.10Certificate　证书

A document issued by an agency, organization, etc., certifying its qualifications or authority.

2.5.11 工厂　Factory

直接进行工业生产活动的单位，通常包括不同的车间。

2.5.11 Factory　工厂

A unit directly engaged in industrial production, usually consisting of different workshops.

2.5.12 设计　Design

将需求或创新变成产品、工艺或服务，以满足企业和顾客期望的过程。

2.5.12 Design　设计

The process of transforming a need or innovation into a product, process, or service that meets the expectations of the business or customers.

2.5.13 生产设备　Plant

拟构成或正构成永久工程一部分的仪器、机械和车辆。

2.5.13 Plant　生产设备

The apparatus, machinery and vehicles intended to form or forming part of the permanent

works.

3 建设项目整合管理术语 Terminology of Construction Project Integration Management

3.1 管理对象与要素相关术语 Related Terminology of Management Objects and Elements

3.1.1 项目章程 Project Charter

由项目启动者或发起人发布的，正式批准项目成立，并授权项目经理使用组织资源开展项目活动的文件。

3.1.1 Project Charter. 项目章程

A document issued by the project initiator or sponsor that formally authorizes the existence of a project and provides the project manager with the authority to apply organizational resources to project activities.

3.1.2 项目策略 Project Strategy

一种具有建设性、逻辑性的思维的过程。在此过程中，总的目的就是把所有可能影响决策的决定总结起来，对未来起到指导和控制作用，最终借以达到方案目标。

3.1.2 Project Strategy 项目策略

The process of constructive and logical thinking. The overall purpose is to sum up all decisions that may affect the decision making, to guide and control the future, and finally to achieve the project objectives.

3.1.3 计划 Plan

工作或行动以前预先拟定的具体内容和步骤。

3.1.3 Plan 计划

The specific content and steps that are drawn up before the work or action.

3.1.4 调试计划 Debugging Plan

某项设备在安装过程中及安装结束后，移交生产前，按设计和设备技术文件规定进行调整、整定和一系列试验的计划。

3.1.4 Debugging Plan 调试计划

A plan of adjusting, setting and a series of tests of a certain equipment in accordance with design and equipment technical documents during and after installation, before handing over production.

3.1.5 伙伴关系 Partner Relationship

与公司内部以及公司之外的合作伙伴为带来更高价值形成的紧密协同工作关系。

3.1.5 Partner Relationship 伙伴关系

Working closely with partners within and outside the company to deliver higher value.

3.2 过程、活动及行为相关术语 Related Terminology of Processes, Activities, and Behaviors

3.2.1 制定项目管理计划 Develop Project Management Plan

定义、准备和协调项目计划的所有组成部分，并把它们整合为一份综合项目管理计划的过程。

3.2.1 Develop Project Management Plan　制定项目管理计划

The process of defining, preparing, and coordinating all plan components and consolidating them into an integrated project management plan.

3.2.2 项目执行　Project Implementation

正式开始为完成项目而进行的活动或努力的工作过程。

3.2.2 Project Implementation　项目执行

The process of formally initiating an activity or effort to complete a project.

3.2.3 施工　Construction

根据建设工程设计文件的要求，对建设工程进行新建、扩建、改建的活动。

3.2.3 Construction 施工

According to the requirements of the construction project design documents, the construction project shall be newly built, expanded, and rebuilt.

3.2.4 变更　Variation

指示或批准作为变更的，对雇主要求或工程所做的任何更改。

3.2.4 Variation　变更

Any change to the employer's requirements or the works, which is instructed or approved.

3.2.5 项目变更　Project Change

当项目的某些基准发生变化时，项目的质量、成本和计划从而发生变化，为了达到项目的目标，就必须对项目发生的各种变化采取必要的应变措施的行为。

3.2.5 Project Change　项目变更

When certain benchmarks of a project change, the quality, cost, and planning of the project change. In order to achieve the objectives of the project, it is necessary to take the necessary contingency measures for the various changes in the project.

3.2.6 变更程序　Variation Procedure

为完成变更进行的工作流程。

3.2.6 Variation Procedure　变更程序

The working process of completing the change.

3.2.7 变更权　Right to vary

合同的一方当事人通过为变更的意思表示而使合同内容发生变更的权利。

3.2.7 Right to vary　变更权

The right of a party of a contract to alter the contents of the contract by means of a change of intention.

3.2.8 整体变更控制　Integrated Change Control

在项目生命周期的整个过程中对变更进行识别、评价和管理。

3.2.8 Integrated Change Control　整体变更控制

Identify, evaluate, and manage changes throughout the project life cycle.

3.2.9 实施整体变更控制　Perform Integrated Change Control

审查所有变更请求，批准变更，管理对可交付成果、组织过程资产、项目文件和项目管理计划的变更，并对变更处理结果进行沟通的过程。

3.2.9 Perform Integrated Change Control　实施整体变更控制

The process of reviewing all change requests; approving changes and managing changes to deliverables, organizational process assets, project documents, and the project management

plan; and communicating the decisions.

3.2.10 变更令请求　Change Order Request

关于工程变更、合同金额调整以及合同期内调整的幅度的正式提议。

3.2.10 Change Order Request　变更令请求

A formal proposal for a change in the works, the amount of the adjustment in the contract sum and the extent of the adjustment in the contract time.

3.2.11 项目监控　Monitor and Control Project

跟踪、审查和报告整体项目进展，以实现项目管理计划中确定的绩效目标的过程。

3.2.11 Monitor and Control Project　项目监控

The process of tracking, reviewing and reporting overall project progress to achieve the performance objectives identified in the project management plan.

3.2.12 技术整合　Technology Integration

通过组织过程把好的技术资源、工具和解决问题的方法进行综合应用的过程。

3.2.12 技术整合　Technology Integration

The integrated application of good technical resources, tools, and problem-solving methods through organizational processes.

3.2.13 最终调试　Final Debugging

对某项设备按设计和设备技术文件规定进行最后调整。

3.2.13 Final Debugging　最终调试

The final adjustment of a certain equipment according to the design and equipment technical document.

3.2.14 项目收尾　Project Closing

项目生命期的最后一个阶段。

3.2.14 Project Closing　项目收尾

The last stage of the project life cycle.

3.2.15 延期项目收尾　Deferred Project Closing

延期项目生命期的最后一个阶段。

3.2.15 Deferred Project Closing　延期项目收尾

Postpone the last stage of the project life cycle.

3.2.16 合同收尾　Contract Closure

完成与结算合同的过程，包括解决遗留问题及结束合同。

3.2.16 Contract Closure　合同收尾

The process of completing and settling a contract. This includes resolving remaining issues and closing contracts.

3.2.17 提前占用　Early Occupation

发包人在工程竣工前提前使用工程的行为。

3.2.17 Early Occupation　提前占用

The behavior of the developer occupying the project before the completion of the project.

3.2.18 结束项目或阶段　Close Project or Phase

终结项目、阶段或合同的所有活动的过程。

3.2.18 Close Project or Phase　结束项目或阶段

The process of finalizing all activities for the project, phase, or contract.

3.2.19 实质性完工　Substantial Completion

经检验，工程已经根据合同文件的要求被充分完成，所有权人可以为其目的而使用该工程。

3.2.19 Substantial Completion　实质性完工

After inspection, the project has been fully completed in accordance with the requirements of the contract documents, and the owner can use the project for its purpose.

3.2.20 不反对　Unsupportive

中立，既不赞同，也不批评。

3.2.20 Unsupportive　不反对

Neutrality, neither endorses nor criticizes.

3.3 方法、工具与文档相关术语 Related Terminology of Methods, Tools, and Documentation

3.3.1 合同文件　Contract Document

对双方都具有约束力的协议，强制卖方提供规定的产品、服务或成果，以及强制买方支付相应的费用。

3.3.1 Contract Document　合同文件

An agreement binding on both parties that obligates the seller to provide the specified products, services or results and that obligates the buyer to pay the corresponding fees.

3.3.2 建筑信息模型　Building Information Modeling

应用于工程设计、建造、管理的数据化工具，通过对建筑的数据化、信息化模型整合，在项目策划、运行和维护的全生命周期过程中进行共享和传递。

3.3.2 Building Information Modeling　建筑信息模型

A data tool applied to engineering design, construction and management. Through the integration of building data and information model, it can be shared and transmitted in the whole life cycle of project planning, operation and maintenance.

3.3.3 项目管理信息系统　Project Management Information System

由收集、整合和传播项目管理过程成果的工具和技术所组成的信息系统。

3.3.3 Project Management Information System　项目管理信息系统

An information system consisting of the tools and techniques used to gather, integrate, and disseminate the outputs of project management processes.

3.3.4 数据表　Data sheet

一个临时保存数据的网络虚拟表。

3.3.4　Data sheet　数据表

A network virtual table that temporarily saves data.

3.3.5 价值工程　Value Engineering

用来优化项目生命周期成本、节省时间、增加利润、改进质量，扩大市场份额、解决问题和/或提高资源使用效果的一种方法。

3.3.5 Value Engineering　价值工程

An approach used to optimize project life cycle costs, save time, increase profits, improve quality, expand market share, solve problems, and/or use resources more effectively.

3.3.6 变更令　Change Order

由建筑师准备并由业主、承包商和建筑师签署的同意包括工程变更、合同金额调整

以及合同期内调整的幅度的书面文件。

3.3.6 Change Order　变更令

A written document prepared by the architect and signed by the owner, contractor and architect agreeing to include changes in the works, adjustments in the contract amount and the extent of any adjustments during the contract period.

3.3.7 收尾文件　Closing File

项目执行收尾工作时提交的一系列资料。

3.3.7 Closing File　收尾文件

A series of documents submitted when the project is finalized.

3.3.8 项目尾工清单　Project Closing List

项目执行收尾工作时需列明的各项活动的表格。

3.3.8 Project Closing List　项目尾工清单

A table of various activities should be listed when the project is finalized.

4 建设项目范围管理术语 Terminology of Construction Project Scope Management

4.1 管理对象与要素相关术语 Related Terminology of Management Objects and Elements

4.1.1 项目范围 Project Scope

为交付具有规定特性与功能的产品、服务或成果而必须完成的工作。

4.1.1 Project Scope 项目范围

The work performed to deliver a product, service, or result with the specified features and functions.

4.1.2 范围基准 Scope Baseline

项目管理计划的组成部分。经过批准的范围说明书、工作分解结构（WBS）和相应的 WBS 词典，能通过正式的变更控制程序进行变更，并被用作与实际结果进行比较的依据。

4.1.2 Scope Baseline 范围基准

It is a component of the project management plan. The approved version of a scope statement, work breakdown structure (WBS), and its associated WBS dictionary, that can be changed using formal change control procedures and is used as a basis for comparison to actual results.

4.1.3 工程 Works

经过精心计划和设计，从而实现特定目标的联合实施工作或者单独进行工作。

4.1.3 Works 工程

A joint implementation or individual work that is carefully planned and designed to achieve a specific goal.

4.1.4 临时工程 Temporary Works

实施和完成永久工程以及修补任何缺陷，在现场所需的各种类型的临时工程（承包商的设备除外）。

4.1.4 Temporary Works 临时工程

All temporary works of every kind (other than contractor’s equipment) required on site for the execution and completion of the permanent works and the remedying of any defects.

4.1.5 永久工程 Permanent Works

指按合同约定建造移交给发包人的工程，包括工程设备。

4.1.5 Permanent Works 永久工程

The project constructed and handed over to the developer as agreed in the contract, including engineering equipment.

4.1.6 现场 Site

永久工程将要实施且永久设备和材料将运达的地点以及合同中规定为现场一部分的其他地点。

4.1.6 Site 现场

The places where the permanent works are to be executed and to which plant and materials are to be delivered, and any other places as may be specified in the contract as forming part of the site.

4.1.7 规格　　Specification

对需要满足的需求和所需基本特征的准确表述。

4.1.7 Specification　　规格

A precise statement of the needs to be satisfied and the essential characteristics that are required.

4.1.8 规格界限　　Specification Limits

控制图中心线或均值两侧的数据区域，该区域内的数据都满足客户对产品或服务的要求。该区域可能大于或小于控制界限所界定的范围。

4.1.8 Specification Limits　　规格界限

The area, on either side of the centerline, or mean, of data plotted on a control chart that meets the customer's requirements for a product or service. This area may be greater than or less than the area defined by the control limits.

4.1.9 管理储备　　Management Reserve

在绩效测量基准之外，留作管理控制之用的一部分项目预算或项目时间。专为项目范围内不可预见的工作而预留。

4.1.9 Management Reserve　　管理储备

An amount of the project budget or project schedule held outside of the performance measurement baseline (PMB) for management control purposes, that is reserved for unforeseen work that is within scope of the project.

4.2 过程、活动及行为相关术语 Related Terminology of Processes, Activities, and Behaviors

4.2.1 规划范围管理　　Plan Scope Management

为记录如何定义、确认和控制项目范围及产品范围，而创建范围管理计划的过程。

4.2.1 Plan Scope Management 规划范围管理

The process of creating a scope management plan that documents how the project and product scope will be defined, validated, and controlled.

4.2.2 收集需求　　Collect Requirements

为实现项目目标而确定、记录并管理相关方的需要和需求的过程。

4.2.2 Collect Requirements　　收集需求

The process of determining, documenting, and managing stakeholder needs and requirements to meet project objectives.

4.2.3 定义范围　　Define Scope

制定项目和产品详细描述的过程。

4.2.3 Define Scope　　定义范围

The process of developing detailed descriptions of project and product.

4.2.4 确认范围　　Validate Scope

正式验收已完成的项目可交付成果的过程。

4.2.4 Validate Scope　　确认范围

The process of formalizing acceptance of the completed project deliverables.

4.2.5 控制范围　　Control Scope

监督项目和产品的范围状态，管理范围基准变更的过程。

4.2.5 Control Scope　　控制范围

The process of monitoring the status of the project and product scope and managing changes to the scope baseline.

4.2.6 范围蔓延　　Scope Creep

未对时间、成本和资源做相应调整，未经控制的产品或项目范围的扩大。

4.2.6 Scope Creep　　范围蔓延

The uncontrolled expansion to product or project scope without adjustments to time, cost, and resources.

4.3 方法、工具与文档相关术语 Related Terminology of Methods, Tools, and Documentation

4.3.1 范围管理计划　　Scope Management Plan

项目管理计划的组成部分，描述将如何定义、制定、监督、控制和确认项目范围。

4.3.1 Scope Management Plan　　范围管理计划

A component of project management plan that describes how the scope will be defined, developed, monitored, controlled, and validated.

4.3.2 项目范围说明书　　Project Scope Statement

对项目范围、主要可交付成果、假设条件和制约因素的描述。

4.3.2 Project Scope Statement　　项目范围说明书

The description of the project scope, major deliverables, assumptions, and constraints.

4.3.3 活动清单　　Activity List

一份记录进度活动的表格，包含活动描述、活动标识及足够详细的工作范围描述，以便项目团队成员了解所需执行的工作。

4.3.3 Activity List　　活动清单

A documented tabulation of schedule activities that shows the activity description, activity identifier, and a sufficiently detailed scope of work description so project team members understand what work is to be performed.

4.3.4 系统交互图　　Context Diagrams

对产品范围的可视化描绘，显示业务系统（过程、设备、计算机系统等）及其与人和其他系统（行动者）之间的交互方式。

4.3.4 Context Diagrams　　系统交互图

A visual depiction of the product scope showing a business system (process, equipment, computer system, etc.), and how people and other systems (actors) interact with it.

4.3.5 分解　　Decomposition

把项目范围和项目可交付成果逐步划分为更小、更便于管理的组成部分的技术。

4.3.5 Decomposition　　分解

A technique used for dividing and subdividing the project scope and project deliverables into smaller, more manageable parts.

4.3.6 工作分解结构　　Work Breakdown Structure

对项目团队为实现项目目标、创建所需可交付成果而需要实施的全部工作范围的层级分解。

4.3.6 Work Breakdown Structure　　工作分解结构

A hierarchical decomposition of the total scope of work to be carried out by the project team to accomplish the project objectives and create the required deliverables.

5 建筑项目进度管理术语 Terminology of Construction Project Schedule Management

5.1 管理对象与要素相关术语 Related Terminology of Management Objects and Elements

5.1.1 活动 Activity

在进度计划中所列，并在项目过程中实施的工作组成部分。

5.1.1 Activity 活动

A distinct, scheduled portion of work performed during the course of a project.

5.1.2 活动属性 Activity Attributes

进度活动所具备的多种属性，可以包含在活动清单中。活动属性包括活动编码、紧前活动、紧后活动、逻辑关系、提前量和滞后量、资源要求、强制日期、制约因素和假设条件。

5.1.2 Activity Attributes 活动属性

Multiple attributes associated with each schedule activity that can be included within the activity list. Activity attributes include activity codes, predecessor activities, successor activities, logical relationships, leads and lags, resource requirements, imposed dates, constraints, and assumptions.

5.1.3 支持型活动 Level of Effort (LOE)

一种不产生明确的最终产品，而是按时间流逝来度量的活动。

5.1.3 Level of Effort (LOE) 支持型活动

An activity that does not produce a clear end product but is measured by the passage of time.

5.1.4 概括性活动 Summary Activity

作为单个活动来展示的，一组相关的进度活动的集合。

5.1.4 Summary Activity 概括性活动

A group of related schedule activities aggregated and displayed as a single activity.

5.1.5 项目阶段 Project Phase

一组具有逻辑关系的项目活动的集合，通常以一个或多个可交付成果的完成为结束。

5.1.5 Project Phase 项目阶段

A collection of logically related project activities that culminates in the completion of one or more deliverables.

5.1.6 阶段关口 Phase Gate

为做出进入下个阶段、进行整改或结束项目或项目集的决定，而开展的阶段末审查。

5.1.6 Phase Gate 阶段关口

A review at the end of a phase in which a decision is made to continue to the next phase, to continue with modification, or to end a project or program.

5.1.7 区段 Section

合同资料中规定的工程的一部分(如有)。

5.1.7 Section　区段

A part of the works specified in the contract data as a section (if any).

5.1.8 网络 Network

由若干节点和连接这些节点的链路构成，表示诸多对象及其相互联系的图。

5.1.8 Network 网络

A graph composed of several nodes and links connecting these nodes, representing these objects and their interconnections.

5.1.9 网络路径 Network Path

在项目网络图中，从起点节点开始，沿箭线方向顺序通过一系列节点和箭线，最终到达终点节点的通路。

5.1.9 Network Path 网络路径

In the project network, the path starts from the starting node, passing through a series of nodes and arrows in the direction of the arrow, finally reaching the end node.

5.1.10 关键路径　Critical Path

项目中时间最长的活动顺序，决定着可能的项目最短工期。

5.1.10 Critical Path　关键路径

The sequence of activities that represents the longest path through a project, which determines the shortest possible project duration.

5.1.11 关键路径活动　Critical Path Activity

项目进度计划中，位于关键路径上的任何活动。

5.1.11 Critical Path Activity　关键路径活动

Any activity on the critical path in a project schedule.

5.1.12 进度模型　Schedule Model

项目活动执行计划的一种表现形式，其中包含持续时间、依赖关系和其他规划信息，用以生成项目进度计划及其他进度资料。

5.1.12 Schedule Model　进度模型

A representation of the plan for executing the project's activities including durations, dependencies, and other planning information, used to produce a project schedule along with other scheduling artifacts.

5.1.13 进度偏差　Schedule Variance (SV)

测量进度绩效的一种指标，表示为挣值与计划价值之差。

5.1.13 Schedule Variance (SV)　进度偏差

A measure of schedule performance expressed as the difference between the earned value and the planned value.

5.1.14 进度数据　Schedule Data

用以描述和控制进度计划的信息集合。

5.1.14 Schedule Data　进度数据

The collection of information for describing and controlling the schedule.

5.1.15 进度绩效指数　Schedule Performance Index (SPI)

测量进度效率的一种指标，表示为挣值与计划价值之比。

5.1.15 Schedule Performance Index (SPI)　进度绩效指数

A measure of schedule efficiency expressed as the ratio of earned value to planned value.

5.1.16 进度基准　Schedule Baseline

经过批准的进度模型，能够通过正式的变更控制程序进行变更，并被用作与实际结果进行比较的依据。

5.1.16 Schedule Baseline　进度基准

The approved version of a schedule model that can be changed using formal change control procedures and is used as the basis for comparison to actual results.

5.1.17 临界值 Threshold

项目管理与控制人员通过设置有关进度、费用方面的上下限值来监控当前项目的执行状态。

5.1.17 Threshold 临界值

Project management and control personnel monitor the execution status of the current project by setting upper and lower limits on progress and costs.

5.1.18 完成百分比 Percent Complete

已完工作占全部工作的比值。

5.1.18 Percent Complete 完成百分比

Ratio of completed work to total work.

5.1.19 进场路线　Access Route

可供承包商与设备进入现场的路线。

5.1.19 Access Route　进场路线

The route for the contractor and facilities to access the site.

5.1.20 进展速度　Rate of Progress

一定时间内的工作量。

5.1.20 Rate of Progress　进展速度

The amount of work done in a given period of time.

5.1.21 放线 Construction Stringing

通过对建设工程定位放样的事先检查，确保建设工程按照规划审批的要求安全顺利地进行。

5.1.21 Construction Stringing 放线

Through pre-inspection of the positioning and lofting of the construction project, ensure that the construction project is carried out safely and smoothly in accordance with the requirements of planning approval.

5.1.22 命令　order

为供应货物或工程或提供服务而发出的正式书面命令。

5.1.22 Order　命令

An official written order issued for the supply of goods or works or the rendering of a service.

5.2 建设项目活动逻辑关系相关术语 Related Terminology of Construction Project Activities Logical Relationships

5.2.1 逻辑关系 Logical Relationship

施工活动之间的内在联系和相互依赖的关系。

5.2.1 Logical Relationship 逻辑关系

Indicating the internal connection and interdependence between construction activities.

5.2.2 紧前活动 Predecessor Activity

在进度计划的逻辑路径中，排在非开始活动前面的活动。

5.2.2 Predecessor Activity 紧前活动

An activity that logically comes before a dependent activity in a schedule.

5.2.3 紧后活动 Successor Activity

在进度计划的逻辑路径中，排在某个活动后面的活动。

5.2.3 Successor Activity 紧后活动

A dependent activity that logically comes after another activity in a schedule.

5.2.4 紧前关系 Precedence Relationship

描述活动实施顺序的一种逻辑依赖关系，存在该关系的活动具有严格的先后实施顺序。

5.2.4 Precedence Relationship 紧前关系

The logical dependency relationships used to describe the sequence in which the activities are to be performed. The activities with this relationship have strict implementation sequence.

5.2.5 开始到开始 Start-to-Start (SS)

只有紧前活动开始，紧后活动才能开始的逻辑关系。

5.2.5 Start-to-Start (SS) 开始到开始

A logical relationship in which a successor activity cannot start until a predecessor activity has started.

5.2.6 开始到完成 Start-to-Finish (SF)

只有紧前活动开始，紧后活动才能完成的逻辑关系。

5.2.6 Start-to-Finish (SF) 开始到完成

A logical relationship in which a successor activity cannot finish until a predecessor activity has started.

5.2.7 完成到开始 Finish-to-Start (FS)

只有紧前活动完成，紧后活动才能开始的逻辑关系。

5.2.7 Finish-to-Start (FS) 完成到开始

A logical relationship in which a successor activity cannot start until a predecessor activity has finished.

5.2.8 完成到完成 Finish-to-Finish (FF)

只有紧前活动完成，紧后活动才能完成的逻辑关系。

5.2.8 Finish-to-Finish (FF) 完成到完成

A logical relationship in which a successor activity cannot finish until a predecessor

activity has finished.

5.2.9 路径分支 Path Divergence

带有多个紧后活动的活动。

5.2.9 Path Divergence 路径分支

Activities that have multiple successor activities indicate a path divergence.

5.2.10 路径汇聚 Path Convergence

带有多个紧前活动的活动。

5.2.10 Path Convergence 路径汇聚

Activities that have multiple predecessor activities indicate a path convergence.

5.2.11 强制性依赖关系 Mandatory Dependencies

法律或合同要求的或工作的内在性质决定的依赖关系。

5.2.11 Mandatory Dependencies 强制性依赖关系

Dependencies relationships are those that are legally or contractually required or inherent in the nature of the work.

5.2.12 外部依赖关系 External Dependencies

项目活动与非项目活动之间的依赖关系。

5.2.12 External Dependencies 外部依赖关系

A relationship between project activities and non-project activities.

5.2.13 选择性依赖关系 Discretionary Dependency

又称首选逻辑关系、优先逻辑关系或软逻辑关系，基于具体应用领域的最佳实践或项目的某些特殊性质对活动顺序的要求来创建的一类依赖关系。

5.2.13 Discretionary Dependency 选择性依赖关系

Sometimes referred to as preferred logic, preferential logic, or soft logic, a logic that established based on knowledge of best practices within a particular application area or some unusual aspect of the project where a specific sequence is desired.

5.3 建设项目活动节点及时段相关术语 Related Terminology of Construction Project Activity Node and Time Period

5.3.1 日 Day

一个公历日。

5.3.1 Day 日

A calendar day.

5.3.2 天 Day

一个公历日。

5.3.2 Day 天

A calendar day.

5.3.3 月 Month

一个公历月。

5.3.3 Month 月

A calendar month.

5.3.4 年　Year

365 天。

5.3.4Year　年

365 days.

5.3.5 基准日期　Base Date

提交投标文件截止日前 28 天的当日。

5.3.5 Base Date　基准日期

The date 28 days prior to the latest date for submission and completion of the tender.

5.3.6 开工日期　Commencement Date

按照《工程开工通知》确定的日期。

5.3.6 Commencement Date　开工日期

The date notified under sub-clause [Commencement of Works].

5.3.7 竣工日期　Completion date

工程或区段已按照合同完成或（被认为）已被雇主接收的日期。

5.3.7 Completion date　竣工日期

The date on which the works or section has been completed according to the contract; or the date on which the works or section or part are deemed to have been taken over by the employer.

5.3.8 竣工时间　Time for Completion

承包商应当完成合同规定的工程或者分项工程并通过验收的时间。

5.3.8 Time for Completion　竣工时间

The time when the contractor shall complete the whole of the works and each section stated in the contract and achieve the passing of the tests on completion.

5.3.9 持续时间　Duration

完成一个活动或工作分解结构组件所需要的工作时段总数，以小时、天或周表示。

5.3.9 Duration　持续时间

The total number of work periods required to complete an activity or work breakdown structure component, expressed in hours, days, or weeks.

5.3.10 实际持续时间　Actual Duration

进度活动的实际开始日期与数据日期（如果该进度活动尚未完成）或实际完成日期（如果该进度活动已经完成）之间的日历时间。

5.3.10 Actual Duration　实际持续时间

The time in calendar units between the actual start date of the schedule activity and either the data date of the project schedule if the schedule activity is in progress or the actual finish date if the schedule activity is complete.

5.3.11 活动持续时间　Activity Duration

用日历单位表示的进度活动从开始到完成的时间长度。

5.3.11Activity Duration　活动持续时间

The time in calendar units between the start and finish of a schedule activity.

5.3.12 自由浮动时间　Free Float

在不延误任何紧后活动最早开始日期或违反进度制约因素的前提下，某进度活动可以推迟的时间量。

5.3.12 Free Float　自由浮动时间

The amount of time that a schedule activity can be delayed without delaying the early start date of any successor or violating a schedule constraint.

5.3.13 总浮动时间　Total Float

在不延误项目完成日期或违反进度制约因素的前提下，进度活动可以从其最早开始日期推迟或拖延的时间量。

5.3.13 Total Float　总浮动时间

The amount of time that a schedule activity can be delayed or extended from its early start date without delaying the project finish date or violating a schedule constraint.

5.3.14 开始日期　Start Date

活动开始的时间点。

5.3.14 Start Date　开始日期

The starting time of the activity.

5.3.15 完成日期　Completion Date

活动结束的时间点。

5.3.15 Completion Date　完成日期

The end time of the activity.

5.3.16 里程碑　Milestone

项目中的重要时点或事件。

5.3.16 Milestone　里程碑

A significant point or event in a project.

5.3.17 最早开始日期　Early Start Date (ES)

各紧前工作完成后，本工作有可能开始的最早日期。

5.3.17 Early Start Date (ES)　最早开始日期

The earliest data that the activity may start after the completion of the predecessor activities.

5.3.18 最早完成日期　Early Finish Date (EF)

各紧前工作完成后，本工作有可能完成的最早日期。

5.3.18 Early Finish Date (EF)　最早完成日期

The earliest data that the activity may complete after the completion of the predecessor activities.

5.3.19 最晚开始日期　Late Start Date (LS)

各紧前工作已全部完成，本工作有可能开始的最迟日期。

5.3.19 Late Start Date (LS)　最晚开始日期

The latest data that the activity may start after the completion of all predecessor activities.

5.3.20 最晚完成日期　Late Finish Date (LF)

在不影响项目按期完成的前提下，本工作必须完成的最迟日期。

5.3.20 Late Finish Date (LF)　最晚完成日期

The latest data this activity must be completed without affecting the project's completion on schedule.

5.3.21 强制日期 Mandatory Date

记录任何活动开始、结束、审核或者完成所需要的时间。

5.3.21 Mandatory date 强制日期

Record the time required to start, end, review or complete of any activity.

5.3.22 数据日期 Date Data

未开工或未完工作业的最早可能开始日期。

5.3.22 Date data 数据日期

The earliest possible start date of unstarted or unfinished work.

5.3.23 时间　Time

事件过程长短和发生顺序的度量。

5.3.23 Time　时间

A measure of the length and sequence of event processes.

5.3.24 工作时间　Work Hours

劳动者履行劳动义务的时间。

5.3.24 Work Hours　工作时间

The time that workers perform their labor obligations.

5.3.25 延迟　Defer

推迟到较后的一个时间段。

5.3.25 Defer　延迟

Put off to a later time period.

5.3.26 延期　Delay

进度慢于规定进度。

5.3.26 Delay　延期

The progress is behind schedule.

5.3.27 延长时间　Extension of Time

延长某项工作的进程。

5.3.27 Extension of Time　延长时间

Extend the duration of a task.

5.4 过程、活动及行为相关术语 Related Terminology of Processes, Activities, and Behaviors

5.4.1 规划进度管理　Plan Schedule Management

为规划、编制、管理、执行和控制项目进度而制定政策、程序和文档的过程。

5.4.1 Plan Schedule Management　规划进度管理

The process of establishing the policies, procedures, and documentation for planning, developing, managing, executing, and controlling the project schedule.

5.4.2 制订进度计划 Develop Schedule

分析活动顺序、持续时间、资源需求和进度制约因素，创建项目进度模型，从而落实项目执行和监控的过程。

5.4.2 Develop Schedule 制订进度计划

The process that analyes activity sequences, durations, resource requirements, and schedule constraints to create a schedule model for project execution and monitoring and controlling.

5.4.3 估算活动持续时间　Estimate Activity Durations

根据资源估算的结果，估算完成单项活动所需工作时段数的过程。

5.4.3 Estimate Activity Durations　估算活动持续时间

The process of estimating the number of work periods needed to complete individual activities with the estimated resources.

5.4.4 排列活动顺序 Sequence Activities

识别和记录项目活动之间的关系，并定义工作之间逻辑顺序的过程。

5.4.4 Sequence Activities 排列活动顺序

The process that identifying and documenting relationships among the project activities and defining the logical sequence of work.

5.4.5 工程实施　Execution of the Works

从工程项目的勘察设计、建设准备、计划安排、工程施工、生产准备、竣工验收直到项目建成投产所进行的一系列工作。

5.4.5 Execution of the Works　工程实施

A series of work from the project's survey and design, construction preparation, planning and arrangement, engineering construction, production preparation, completion acceptance until the project is completed and put into production.

5.4.6 控制进度 Control Schedule

监督项目状态，以更新项目进度和管理进度基准变更的过程。

5.4.6 Control Schedule 控制进度

The process that monitors the status of the project update the project schedule and manage changes to the schedule baseline.

5.4.7 监控项目工作　Monitor and Control Project Work

跟踪、审查和报告整体项目进展，以实现项目管理计划中确定的绩效目标的过程。

5.4.7 Monitor and Control Project Work　监控项目工作

The process of tracking, reviewing, and reporting overall progress to meet the performance objectives defined in the project management plan.

5.4.8 开工　Commencement of work

承包商开始施工。

5.4.8 Commencement of work　开工

The contractor commences the execution of the works.

5.4.9 工程暂停　Suspension of Work

暂停部分或全部工程的进展。

5.4.9 Suspension of work　工程暂停

Suspend progress of part or all of the works.

5.4.10 持续的暂停　Prolonged Suspension

当工程暂停超过 84 天后，由承包商向工程师提出的额外工程暂停。

5.4.10 Prolonged Suspension　持续的暂停

The extra suspension that contractor request the engineer's permission to proceed if the suspension of work has continued for more than 84 days.

5.4.11 复工　Resume Work

在获得许可或指令后，停工或罢工后正常恢复工作。

5.4.11 Resume Work　复工

After the permission or instruction to processed is given, resume normal operation after suspension or strike.

5.4.12 到期　Expiry

到了规定的期限。

5.4.12 Expiry　到期

The stipulated deadline.

5.4.13 工程的接收　Project Acceptance

承包商按照合同约定完成设计文件和施工图纸规定的工程内容，进行自检并经工程监理机构组织竣工预验收，由发包人组织有关单位履行正式验收程序后，承发包双方办理工程接收手续。

5.4.13 Project Acceptance　工程的接收

The contractor completes the content specified in the design documents and construction drawings in accordance with the contract, conducts self-inspection and organizes the completion pre-acceptance by the project supervision agency, after the developer organizes the relevant units to perform the formal acceptance procedures, the contracting parties handle the project acceptance procedures.

5.4.14 承包商提出终止 Termination by Contractor

业主不履行合同义务，或者在规定时间内未向承包商提供资金支持，承包商终止合同的行为。

5.4.14 Termination by Contractor 承包商提出终止

The owner fails to perform the contract obligations or fails to provide financial support to the contractor within the specified time, the contractor terminates the contract.

5.5 方法、工具与文档相关术语 Related Terminology of Methods, Tools, and Documentation

5.5.1 甘特图 Gantt Chart

一种展示进度信息的条形图。纵向列示活动，横向列示日期，用横条表示活动自开始日期至结束日期的持续时间。

5.5.1 Gantt Chart 甘特图

A bar chart of schedule information where activities are listed on the vertical axis, dates are shown on the horizontal axis, and activity durations are shown as horizontal bars placed according to start and finish dates.

5.5.2 横道图 Bar Chart

展示进度相关信息的一种图表方式。在典型的横道图中，进度活动或工作分解结构组件竖列于图的左侧，日期横排在图的顶端，而活动持续时间则以按日期定位的水平条形表示。

5.5.2 Bar Chart 横道图

A graphic display of schedule-related information. In the typical bar chart, schedule activities or work breakdown structure components are listed down the left side of the chart, dates are shown across the top, and activity durations are shown as date-placed horizontal bars.

5.5.3 控制图 Control Chart

用于分析和判断过程是否处于稳定状态所使用的带有控制界限的图。

5.5.3 Control Chart 控制图

A chart with control limits uses to analyze and judge whether the process is in a stable state.

5.5.4 项目进度网络图 Project Schedule Network Diagrams

用活动节点法绘制，没有时间刻度，表示项目进度活动以及活动间的逻辑关系（也叫依赖关系）的图形。

5.5.4 Project Schedule Network Diagrams 项目进度网络图

The graphic is presented in the activity-on-node diagram format showing the activities and the logical relationships, also referred to as dependencies, among the project schedule activities without a time scale.

5.5.5 紧前关系绘图法 Precedence Diagramming Method (PDM)

创建进度模型的一种技术，用节点表示活动，用一种或多种逻辑关系连接活动，以显示活动的实施顺序。

5.5.5 Precedence Diagramming Method (PDM) 紧前关系绘图法

A technique used for constructing a schedule model in which activities are represented by nodes and are graphically linked by one or more logical relationships to show the sequence in which the activities are to be performed.

5.5.6 关键路径法 Critical Path Method (CPM)

在项目进度模型中，估算项目最短工期，确定逻辑网络路径的进度灵活性大小的一种方法。

5.5.6 Critical Path Method (CPM)　　关键路径法

A method used to estimate the minimum project duration and determine the amount of schedule flexibility on the logical network paths within the schedule model.

5.5.7 滚动式规划　　Rolling Wave Planning

一种迭代式的规划技术，对近期要完成的工作进行详细规划，对远期工作只做粗略规划。

5.5.7 Rolling Wave Planning　滚动式规划

An iterative planning technique in which the work to be accomplished in the near term is planned in detail, while the work in the future is planned at a higher level.

5.5.8 进度计划编制工具　Scheduling Tool

配合进度计划编制方法使用的工具，可提供进度计划组成部分的名称、定义、结构关系和格式。

5.5.8 Scheduling Tool　进度计划编制工具

A tool that provides schedule component names, definitions, structural relationships, and formats that support the application of a scheduling method.

5.5.9 进度网络分析　　Schedule Network Analysis

识别项目活动未完部分的最早和最晚开始日期，以及最早和最晚完成日期的一种技术。

5.5.9 Schedule Network Analysis　　进度网络分析

A technique to identify early and late start dates, as well as early and late finish dates, for the uncompleted portions of project activities.

5.5.10 进度压缩　Schedule Compression

一种在不缩小项目范围的前提下缩短进度工期的技术。

5.5.10 Schedule Compression　　进度压缩

A technique used to shorten the schedule duration without reducing the project scope.

5.5.11 进度预测　Schedule Forecasts

根据测算进度时已有的信息和知识，对项目未来的情况和事件所进行的估算或预计。

5.5.11 Schedule Forecasts　进度预测

The estimates or predictions of conditions and events in the project's future based on information and knowledge available at the time the schedule is calculated.

5.5.12 快速跟进 Fast Tracking

一种进度压缩技术，将正常情况下按顺序进行的活动或阶段改为至少是部分并行开展。

5.5.12 Fast Tracking 快速跟进

A schedule compression technique in which activities or phases normally done in sequence are performed in parallel for at least a portion of their duration.

5.5.13 逆推法 Backward Pass

从已知的结果出发，用迭代表达式逐步推算出问题开始的条件。

5.5.13 Backward Pass 逆推法

Starting from the known results, use iterative expressions to gradually calculate the starting conditions of the problem.

5.5.14 顺推法 Forward Pass

从已知条件出发，逐步推算出要解决问题的方法，沿进度网络进行计算出所有活动的最早开始、最早结束、最晚开始、最晚结束时间。

5.5.14 Forward Pass 顺推法

Starting from the known conditions, gradually figure put the method to solve the problem, calculating the early start, early finish, late start and late finish for all activities following the progress network.

5.5.15 赶工 Crashing

通过增加资源，以最小的成本代价来压缩进度工期的一种技术。

5.5.15 Crashing 赶工

A technique used to shorten the schedule duration for the least incremental cost by adding resources.

5.5.16 进度管理计划 Schedule Management Plan

项目或项目集管理计划的组成部分，为编制、监督和控制项目进度建立准则并确定活动。

5.5.16 Schedule Management Plan 进度管理计划

A component of the project or program management plan that establishes the criteria and the activities for developing, monitoring, and controlling the schedule.

5.5.17 进度计划 Programme

说明项目如何以及何时交付项目范围中定义的产品、服务和成果，是一种用于沟通和管理相关方期望的工具，为绩效报告提供了依据。

5.5.17 Programme 进度计划

Representing how and when the project will deliver the products, services, and results defined in the project scope, serving as a tool for communication, managing stakeholders' expectations, and as a basis for performance reporting.

5.5.18 里程碑进度计划 Milestone Schedule

标示出主要可交付成果和关键外部接口的计划开始或完成日期的进度信息的展示方式。

5.5.18 Milestone Schedule 里程碑进度计划

A way to show the schedule information that identifies the scheduled start or completion of major deliverables and key external interfaces.

5.5.19 主进度计划 Master Schedule

以项目中某些重要事件完成或开始时间作为基准所形成的战略性计划。

5.5.19 Master Schedule 主进度计划

A strategic plan bases on the completion or start time of some important events in the project.

5.5.20 进度报告 Progress Reports

承包商每月向工程师提交的有关项目进度的报告。

5.5.20 Progress Reports　进度报告

The monthly progress reports prepared by the contractor and submitted to the engineer.

5.5.21 项目日历 Project Calendar

规定可以开展进度活动的可用工作日和工作班次，将可用于开展进度活动的时间段（按天或更小的时间单位）与不可用的时间段区分开来。

5.5.21 Project Calendar 项目日历

Identifying working days and shifts that are available for scheduled activities. It distinguishes time periods in days or parts of days that are available to complete scheduled activities from time periods that are not available for work.

5.5.22 接受证书　Letter of Acceptance

由雇主签署的对投标函的正式中标函，包括由双方签署的协议组成的任何附件记要。

5.5.22 Letter of Acceptance　接受证书

The letter of formal acceptance, signed by the employer, of the letter of tender, including any annexed memoranda comprising agreements between and signed by both parties.

5.5.23 竣工报表　Statement at Completion

由承包商提交的包含全部已完成工作量价值的报表。

5.5.23 Statement at Completion　竣工报表

A statement submitted by the contractor containing the value of all completed work with supporting documents.

6 建设项目成本管理术语 Terminology of Construction Project Cost Management

6.1 管理对象与要素相关术语 Related Terminology of Management Objects and Elements

6.1.1 成本 Cost

承包商在工地内外合理发生(或将要发生)的所有支出，包括管理费和类似费用，但不包括利润。

6.1.1 Cost 成本

All expenditure reasonably incurred (or to be incurred) by the contractor, whether on or off the site, including overhead and similar charges, but does not include profit.

6.1.2 成本汇总 Cost Aggregation

在项目工作分解结构的给定层次或给定成本控制账户上，对与各工作包相关的较低层次的成本估算进行汇总。

6.1.2 Cost Aggregation 成本汇总

Summing the lower-level cost estimates associated with the various work packages for a given level within the project's WBS or for a given cost control account.

6.1.3 成本基准 Cost Baseline

经过比准的、按时间段分配的项目预算，不包括任何管理储备，只有通过正式的变更控制程序才能进行变更，用作与实际结果进行比较的依据。

6.1.3 Cost Baseline 成本基准

The approved version of the time-phased project budget, excluding any management reserves, which can be changed only through formal change control procedures and is used as a basis for comparison to actual results.

6.1.4 成本绩效指数 Cost Performance Index (CPI)

测量预算资源的成本效率的一种指标，表示为挣值与实际成本之比。

6.1.4 Cost Performance Index (CPI) 成本绩效指数

A measure of the cost efficiency of budgeted resources expressed as the ratio of earned value to actual cost.

6.1.5 偏差 Variance

对已知基准或预期值的偏离量。

6.1.5 Variance 偏差

A quantifiable deviation, departure, or divergence away from a known baseline or expected value.

6.1.6 成本偏差 Cost Variance (CV)

在某个给定时间点，预算亏空或盈余量，表示为挣值与实际成本之差。

6.1.6 Cost Variance (CV) 成本偏差

The amount of budget deficit or surplus at a given point in time, expressed as the difference between the earned value and the actual cost.

6.1.7 估算依据 Basis of Estimates

概述项目估算所用依据的支持性文件，如假设条件、制约因素、详细级别、估算区间和置信水平。

6.1.7 Basis of Estimates 估算依据

Supporting documentation outlining the details used in establishing project estimates such as assumptions, constraints, level of detail, ranges and confidence levels.

6.1.8 激励费用 Incentive Fee

与卖方的成本、进度或技术绩效相关联的财务激励。

6.1.8 Incentive Fee 激励费用

A set of financial incentives related to cost, schedule, or technical performance of the seller.

6.1.9 计划价值 Planned Value (PV)

为计划工作分配的经批准的预算。

6.1.9 Planned Value (PV) 计划价值

The authorized budge assigned to scheduled work.

6.1.10 预算 Budget

经批准的估算，用于整个项目、任一工作分解结构组件或任一进度活动。

6.1.10 Budget 预算

The approved estimate for the project or any work breakdown structure component or any schedule activity.

6.1.11 项目预算 Project Budget

整个项目经批准的成本预算。

6.1.11 Project Budget 项目预算

Approved cost estimates for the entire project.

6.1.12 挣值 Earned Value (EV)

对已完成工作的测量，用该工作的批准预算来表示。

6.1.12 Earned Value (EV) 挣值

The measure of work performed expressed in terms of the budget authorized for that work.

6.1.13 预备量 Reserved Quantity

为减轻项目风险，在项目管理计划中预留的可能增加的资源的数量。

6.1.13 Reserved Quantity 预备量

Quantity of possible additional resources reserved in the project management plan to mitigate risk.

6.1.14 储备 Reserve

为减轻成本和/或进度风险，而在项目管理计划中所设的一种准备。使用时常加修饰词（如管理储备、应急储备），以进一步说明其用于减轻何种风险。

6.1.14 Reserve 储备

A provision in the project management plan to mitigate cost and/or schedule risk. Often used with a modifier (e.g., management reserve, contingency reserve) to provide further detail on what types of risk are meant to be mitigated.

6.1.15 应急储备 Contingency Reserve

在进度或成本基准内，为主动应对已知风险而分配的时间或资金。

6.1.15 Contingency Reserve　　应急储备

Time or money allocated in the schedule or cost baseline for known risks with active response strategies.

6.1.16 管理储备费 Amount of Management Reserve

为了管理控制的目的而特别留出的项目预算。

6.1.16 Amount of Management Reserve 管理储备费

An amount of the project budget withheld for management control purposes.

6.1.17 暂定金额　Provisional Sum

合同中规定作为临时金额的一笔款项(如有)，用于工程的任何部分的实施或用于工厂、材料或服务的供应。

6.1.17 Provisional Sum　暂定金额

A sum (if any) which is specified in the contract as a provisional sum, for the execution of any part of the works or for the supply of plant, materials or services.

6.1.18 履约保证　Performance Security

承包商应按合同资料中规定的形式、金额和币种，就恰当履约提供担保。

6.1.18 Performance Security　履约保证

The contractor shall obtain (at his cost) a guarantee for proper performance, in the form, amount and currencies stated in the contract data.

6.1.19 履约保证金 Performance Security

发包人和承包人双方确保履约的一种财力担保。

6.1.19 Performance Security 履约保证金

A kind of financial guarantee for both the employer and the contractor to ensure performance.

6.1.20 保留金　Retention Money

从每次期中支付款中提留一部分出来用于维修的资金，在颁发接收证书或缺陷通知期满后按规定返还给承包商。

6.1.20 Retention Money　保留金

Accumulated funds set aside for maintenance from each interim payment, which shall be returned to the contractor after the issuance of the takeover certificate or the expiry of the notice of defect according to the contract.

6.1.21 不可预见费　Contingency Fee

在建设期内因各种不可预见因素的变化而预留的可能增加的费用。

6.1.21 Contingency Fee　不可预见费

Amount of money set aside to cover the increase in costs due to changes of various unforeseeable factors throughout a project.

6.1.22 误期损害赔偿费　Delay Damages

承包人因未按期完工而应承担的损害赔偿责任费用。

6.1.22 Delay Damages　误期损害赔偿费

The damages due for which the contractor shall be liable for failure to complete the works or a section within the time for completion.

6.1.23 矿区使用费　Royalties

矿产资源的所有人凭借其对资源的拥有权对开采资源收取的特许费用。

6.1.23 Royalties　　矿区使用费

The concession fee charged by the mineral resource owner for the exploitation of the resource by virtue of his ownership of the resource.

6.1.24 商业价值　　Business Value

从商业运作中获得的可量化净效益。效益可以是有形的、无形的或两者兼有之。

6.1.24 Business Value　　商业价值

The net quantifiable benefit derived from a business endeavor. The benefit may be tangible, intangible, or both.

6.1.25 实际成本　　Actual Cost (AC)

在给定时间段内，因执行项目活动而实际发生的成本。

6.1.25 Actual Cost (AC)　　实际成本

The realized cost incurred for the work performed on an activity during a specific time period.

6.1.26 完工估算　　Estimate at Completion (EAC)

完成所有工作所需的预期总成本，等于截至目前的实际成本加上完工尚需估算。

6.1.26 Estimate at Completion (EAC)　　完工估算

The expected total cost of completing all work expressed as the sum of the actual cost to date and the estimate to complete.

6.1.27 完工偏差　　Variance at Completion (VAC)

对预算亏空量或盈余量的一种预测，是完工预算与完工估算之差。

6.1.27 Variance at Completion (VAC)　　完工偏差

A projection of the amount of budget deficit or surplus, expressed as the difference between the budget at completion and the estimate at completion.

6.1.28 完工尚需估算　　Estimate to Complete (ETC)

完成所有剩余项目工作的预计成本。

6.1.28 Estimate to Complete (ETC)　　完工尚需估算

The expected cost to finish all the remaining project work.

6.1.29 完工尚需绩效指数　　To-Complete Performance Index (TCPI)

为了实现特定的管理目标，剩余资源的使用必须达到的成本绩效指标，是完成剩余工作所需成本与剩余预算之比。

6.1.29 To-Complete Performance Index (TCPI)　　完工尚需绩效指数

A measure of the cost performance that is required to be achieved with the remaining resources in order to meet a specified management goal, expressed as the ratio of the cost to finish the outstanding work to the remaining budget.

6.1.30 完工预算　　Budget at Completion (BAC)

为将要执行的工作所建立的全部预算的总和。

6.1.30 Budget at Completion (BAC)　　完工预算

The sum of all budgets established for the work to be performed.

6.1.31 付款　Payment

雇主应向承包商支付的各项款额。

6.1.31 Payment 付款

The amount that the employer should pay to the contractor.

6.1.32 预付款 Advance Payment

合同中规定的发包人为了帮助承包人解决工程施工前期资金紧张的困难而提前给付的一笔款项。

6.1.32 Advance Payment 预付款

It is a sum of money paid in advance by the employer in order to help the contractor solve the fund shortage in the early stage of construction as included in the contract.

6.1.33 期中支付 Interim Payment

根据确定的工程计量结果，承包人向发包人提出的支付工程进度款的申请。14 天内，发包人应按不低于工程价款的 60%、不高于工程价款的 90%向承包人支付工程进度款，按约定时间发包人应扣回的预付款，与工程进度款同期结算抵扣。

6.1.33 Interim Payment 期中支付

According to the determined project measurement results, the contractor submits an application for payment of the project progress payment to the developer. Within 14 days, the developer shall pay the contractor the project progress at not less than 60% of the project price and no more than 90% of the project price. The advance payment that should be deducted by the contracting party at the agreed time shall be settled and deducted at the same time as the progress payment.

6.2 过程、活动及行为相关术语 Related Terminology of Processes, Activities, and Behaviors

6.2.1 规划成本管理 Plan Cost Management

确定如何估算、预算、管理、监督和控制项目成本的过程。

6.2.1 Plan Cost Management 规划成本管理

The process of defining how the project costs will be estimated, budgeted, managed, monitored, and controlled.

6.2.2 制定预算 Determine Budget

汇总所有单个活动或工作包的估算成本，建立一个经批准的成本基准的过程。

6.2.2 Determine Budget 制定预算

The process of aggregating the estimated costs of individual activities or work packages to establish an authorized cost baseline.

6.2.3 独立估算 Independent Estimates

使用第三方来获取和分析信息，以支持对成本、进度或其他事项的预测的过程。

6.2.3 Independent Estimates 独立估算

A process of using a third party to obtain and analyze information to support prediction of cost, schedule, or other items.

6.2.4 估价 Evaluation

依据规定方法测得的工程量乘以此项工作的相应价格费率或单价得到的价格数据。

6.2.4 Evaluation 估价

Price data obtained by multiplying the quantity measured by the prescribed method by the appropriate rate or unit price of the work.

6.2.5 估算成本　　Estimate Costs

对完成项目活动所需资源成本进行近似估算的过程。

6.2.5 Estimate Costs　　估算成本

The process of developing an approximation of the monetary resources needed to complete project work.

6.2.6 工程计价 Construction Pricing or Estimating

按照法律法规和标准等规定的程序、方法和依据，对工程造价及其构成内容进行的预测或确定。

6.2.6 Construction Pricing or Estimating 工程计价

To predict or determine the construction cost and its components in accordance with the procedures, methods and basis prescribed by laws, regulations and standards.

6.2.7 工程计量 Measurement of Quantities

发承包双方根据合同约定，对承包人完成合同工程的数量进行的计算和确认。

6.2.7 Measurement of Quantities 工程计量

Both parties shall calculate and confirm the number of projects completed by the contractor according to the contract.

6.2.8 渐进明细　　Progressive Elaboration

随着信息越来越多、估算越来越准确，而不断提高项目管理计划的详细程度的迭代过程。

6.2.8 Progressive Elaboration　　渐进明细

The iterative process of increasing the level of detail in a project management plan as greater amounts of information and more accurate estimates become available.

6.2.9 资金限制平衡　　Funding Limit Reconciliation

把项目资金支出计划与项目资金到位承诺进行对比，从而识别资金限制与计划支出之间的差异的过程。

6.2.9 Funding Limit Reconciliation　　资金限制平衡

The process of comparing the planned expenditure of project funds against any limits on the commitment of funds for the project to identify any variances between the funding limits and the planned expenditures.

6.2.10 控制成本　　Control Costs

监督项目状态，以更新项目成本，管理成本基准变更的过程。

6.2.10 Control Costs　　控制成本

The process of monitoring the status of the project to update the project costs and managing changes to the cost baseline.

6.2.11 控制账户　　Control Account

一种管理控制点。在该控制点上，把范围、预算、实际成本和进度加以整合，并与挣值比较，以测量绩效。

6.2.11 Control Account　　控制账户

A management control point where scope, budge, actual cost, and schedule are integrated

and compared to earned value for performance measurement.

6.2.12 索赔　　Claim

根据具有法律约束力的合同条款，卖方向买方（或买方向卖方）提出的关于报酬、补偿或款项的请求、要求或主张，如针对某个有争议的变更。

6.2.12 Claim　　索赔

A request, demand, or assertion of rights by a seller against a buyer, or vice versa, for consideration, compensation, or payment under the terms of a legally binding contract, such as for a disputed change.

6.2.13 支付　Paid

发生在发包人和承包人之间的金融交换。

6.2.13 Paid　支付

The financial exchange between the employer and the contractor.

6.2.14 延误的付款　Delayed Payment

发包人未按照合同约定期限给承包人款项的行为。

6.2.14 Delayed Payment　延误的付款

The behavior that the employer fails to make payment to the contractor within the time limit stipulated in the contract.

6.3 方法、工具与文档相关术语 Related Terminology of Methods, Tools, and Documentation

6.3.1 自下而上估算　　Bottom-Up Estimating

估算项目持续时间或成本的一种方法，通过从下到上逐层汇总 WBS 组件的估算而得到项目估算。

6.3.1 Bottom-Up Estimating　　自下而上估算

A method of estimating project duration or cost by aggregating the estimates of the lower-level components of the work breakdown structure (WBS).

6.3.2 类比估算　　Analogous Estimating

使用相似活动或项目的历史数据，来估算当前活动或项目的持续时间或成本的技术。

6.3.2 Analogous Estimating　　类比估算

A technique for estimating the duration or cost of an activity or a project using historical data from a similar activity or project.

6.3.3 三点估算　　Three-Point Estimate

当活动的估算无法确定时，使用其乐观估算、悲观估算和最可能估算的平均值作为估算结果的一种技术。

6.3.3 Three-Point Estimate　　三点估算

A technique used to estimate cost or duration by applying an average of optimistic, pessimistic, and most likely estimates when there is uncertainty with the individual activity estimates.

6.3.4 成本效益分析　　Cost-Benefit Analysis

用来比较项目成本与其带来的收益的财务分析工具。

6.3.4 Cost-Benefit Analysis　　成本效益分析

A financial analysis tool used to determine the benefits provided by a project against its costs.

6.3.5 挣值管理　　Earned Value Management

将范围、进度和资源测量值综合起来，以评估项目绩效和进展的方法。

6.3.5 Earned Value Management　　挣值管理

A methodology that combines scope, schedule, and resource measurements to assess project performance and progress.

6.3.6 偏差分析　　Variance Analysis

确定实际绩效与基准的差异程度及原因的一种技术。

6.3.6 Variance Analysis　　偏差分析

A technique for determining the cause and degree of difference between the baseline and actual performance.

6.3.7 储备分析　　Reserve Analysis

一种分析技术，用来明确项目管理计划各组成部分的基本特征及其相互关系，从而为项目的工期、预算、成本估算或资金需求设定储备。

6.3.7 Reserve Analysis　　储备分析

An analytical technique to determine the essential features and relationships of components in the project management plan to establish a reserve for the schedule duration, budget, estimated cost, or funds for a project.

6.3.8 成本管理计划　Cost Management Plan

项目或项目集管理计划的组成部分，描述如何规划、安排和控制成本。

6.3.8 Cost Management Plan　成本管理计划

A component of a project or program management plan that describes how costs will be planned, structured, and controlled.

6.3.9 效益管理计划　　Benefits Management Plan

对创造、提高和保持项目或项目集效益的过程进行定义的书面文件。

6.3.9 Benefits Management Plan　　效益管理计划

The documented explanation defining the processes for creating, maximizing, and sustaining the benefits provided by a project or program.

6.3.10 工程量表 Bill of Quantities

建设工程中载明各分部分项工程和措施项目名称、单位、特征和工程数量等的明细表。

6.3.10 Bill of Quantities 工程量表

In a construction project, a detailed list showing the names, units, characteristics and quantities of the various sub-projects and measures.

6.3.11 材料清单　　Material Take Off (MTO)

完成项目所需的材料的数量和类型的清单。

6.3.11 Material Take Off (MTO)　　材料清单

A list of materials with quantities and types that are required to accomplish a project.

6.3.12 预付款保函　Advance Payment Guarantee

承包人要求银行向业主出具的保证业主所支付的工程预付款用于实施项目的一种信用函件。

6.3.12 Advance Payment Guarantee　预付款保函

The contractor requires the bank to issue a credit letter to the owner to ensure that the advance payment for the project paid by the owner is used for the implementation of the project.

6.3.13 预付款证书　Advance Payment Certificate

确认预付款保函有效的证书。

6.3.13 Advance Payment Certificate　预付款证书

A certificate confirming the validity of the advance payment guarantee.

6.3.14 支付计划表　Schedule of Payments

规定合同价格分期付款数额的表格。

6.3.14 Schedule of Payments　支付计划表

A schedule that specifies the instalments in which the contract price will be paid.

6.3.15 付款证据　Evidence of Payments

承包商提供的能证明指定分包商已按照以前的付款证书收到所有款项的合理证据。

6.3.15 Evidence of Payments　付款证据

Reasonable evidence provided by the contractor that the nominated subcontractor has received all payments in accordance with the previous payment certificate.

6.3.16 支付证书　Payment Certificate

由工程师签发的，证明工程进度以及按合同规定计算的建设单位应支付给承包单位的工程款。主要包含支付内容、支付金额、支付时间等信息。

6.3.16 Payment Certificate　支付证书

issued by the engineer to prove the progress of the project and calculate the project payment that should be paid to the contractor in accordance with the contract. It mainly contains information such as payment content, payment amount, and payment time.

6.3.17 期中支付证书　Interim Payment Certificate

承包商按合同规定提出期中付款要求后,经工程师审核验收向承包人颁发的期中付款的凭证。

6.3.17 Interim Payment Certificate　期中支付证书

The interim payment voucher examined and accepted by the engineer, after the contractor applies for interim payment in accordance with the contract.

6.3.18 最终支付证书　Final Payment Certificate

承包商按合同规定提出最终付款要求后，经工程师审核向承包人颁发的最终付款凭证。

6.3.18 Final Payment Certificate　最终支付证书

The final payment voucher examined and accepted by the engineer, after the contractor applies for final payment in accordance with the contract.

6.3.19 结清单　Discharge

在提交最终报表时，承包商应提交一份清单以确认最终报表的总金额是应付给承包商的全部结算金额。

6.3.19 Discharge　　结清单

Upon submission of the final statement, the contractor shall submit a list confirming that the total amount of the final statement represents the full and final settlement of all amounts payable to the contractor.

6.3.20 Taking-Over Certificate　接收证书

项目基本完工且尾工不影响项目的投产运行，同时竣工资料已准备齐全的时候，由工程师组织验收后签署的凭证。

6.3.20 Taking-Over Certificate　接收证书

When the project is basically completed and the completion does not affect the operation of the project, and the completion data are ready, the engineer shall organize the acceptance and sign the certificate.

6.3.21 计日工表　Daywork Schedule

资料表中如此命名的文件（如有时）。

6.3.21 Daywork Schedule　计日工表

The documents so named (if any) which are comprised in the schedules.

6.3.22 报表　Statement

对核算的资料按一定的表格形式进行汇总反映的报告文件。

6.3.22 Statement　报表

A report document that summarizes and reflects accounting information in a tabular form.

6.3.23 最终报表　Final Statement

承包商在收到履约证书后的 56 天内提交的一份详细说明应由承包商完成的所有工作价值的声明。

6.3.23 Final Statement　最终报表

A statement submitted by contractor, within 56 days after receiving the performance certificate, showing in detail the value of all work done which is due to the contractor.

6.3.24 履约证书　　Performance Certificate

一份由监理出具的证明承包商完成合同义务的证书。

6.3.24 Performance Certificate　　履约证书

A certificate issued by the engineer certifying that the contractor has completed its contractual obligations.

6.4 其他相关术语 Other Related Terminology

6.4.1 价格　Price

商品同货币交换时单位商品量需要的货币的数量多少。

6.4.1 Price　价格

How much money is needed for a unit of commodity when it is exchanged with money.

6.4.2 合同价格　　Contract Price

通过对每项工作估价而商定或决定的价格，包括根据合同进行的调整。

6.4.2 Contract Price　　合同价格

The price defined by evaluating each item of work, and includes adjustments in accordance

with the contract.

6.4.3 接受的合同款额　Accepted Contract Amount

雇主在中标函中对实施、完成和修补工程所接受的金额。

6.4.3 Accepted Contract Amount　接受的合同款额

The amount accepted in the letter of acceptance for the execution and completion of the works and the remedying of any defects.

6.4.4 货币 Currency

度量价格的工具、购买货物的媒介、保存财富的手段，是财产的所有者与市场关于交换权的契约，其本质上是所有者之间的约定。

6.4.4 Currency 货币

Currency is a tool for measuring prices, a medium for purchasing goods, and a means for preserving wealth. It is a contract between the owner of the property and the market regarding the right to exchange. It is essentially an agreement between the owners.

6.4.5 货币汇率 Currency Exchange Rate

一国货币兑换另一国货币的比率，是以一种货币表示的另一种货币的价格。

6.4.5 Currency Exchange Rate 货币汇率

The ratio of one country's currency to another country's currency, which is the price of one currency in another currency.

6.4.6 外币　Foreign Currency

用于支付部分或全部合同价款的非本国货币的功能货币。

6.4.6 Foreign Currency　外币

The currency in which part (or all) of the contract price is payable, but not the local currency.

6.4.7 当地币　Local Currency

本国货币。

6.4.7 Local Currency　当地币

The currency of the country.

6.4.8 金额　Amount

货币的面值。

6.4.8 Amount　金额

Denomination of currency.

6.4.9 材料 Materials

拟构成或构成永久工程一部分的各种物品（厂房除外），包括根据合同由承包商提供的仅供供应的材料（如有）。

6.4.9 Materials 材料

Things of all kinds (other than plant) intended to form or forming part of the permanent works, including the supply-only materials (if any) to be supplied by the contractor under the contract.

6.4.10 计日工　Daywork

承包人完成发包人提出的工程合同范围以外的零星项目或工作，按合同中约定的综

合单价计价的一种方式。

6.4.10 Daywork　计日工

When the contractor completes the sporadic projects or works beyond the scope of the project contract proposed by the employer, it is a way of pricing according to the comprehensive unit price agreed in the contract.

6.4.11 物价上涨 Pickup in Rice

一般物价水平的普遍上涨。

6.4.11 Pickup in Rice 物价上涨

A general increase in the general price level.

6.4.12 通货膨胀 Inflation

造成一国货币贬值的物价上涨.

6.4.12 Inflation 通货膨胀

An increase in prices that causes a country’s currency to depreciate.

6.4.13 财产　Property

拥有的金钱、物资、房屋、土地等物质财富。

6.4.13 Property　财产

Money, materials, houses, land and other material wealth possessed.

6.4.14 财务　Finance

财务活动和财务关系的总称。前者指企业在生产过程中涉及资金的活动，表明财务的形式特征; 后者指财务活动中企业和各方面的经济关系，揭示财务的内容本质。

6.4.14 Finance　财务

The general term for financial activities and financial relationships. The former refers to the activities involving capital in the production process of an enterprise, indicating the formal characteristics of finance; the latter refers to the economic relationship between the enterprise and various aspects in the financial activities, revealing the essence of the financial content.

6.4.15 财务安排　Financial Arrangement

建筑工程中发包方与承包方议定的工程款结算方式。

6.4.15 Financial Arrangement　财务安排

The settlement method of project price agreed by the employer and the contractor in the construction project.

6.4.16 费率　Rate

缴纳费用的比率。

6.4.16 Rate　费率

The ratio of payment of fee.

6.4.17 费用　Fee

卖方所得补偿的一部分，代表利润。

6.4.17 Fee　费用

Part of the seller’s compensation represents profit.

6.4.18 福利　Welfare

员工的间接报酬。

6.4.18 Welfare　福利

The indirect reward of employees.

6.4.19 利润　Profit

施工单位从事建筑安装工程施工所获得的盈利。

6.4.19 Profit　利润

Profits earned by construction units engaged in the construction of construction and installation projects.

6.4.20 银行贷款　Bank Loan

银行根据国家政策以一定的利率将资金贷放给资金需要者，并约定期限归还的一种经济行为。

6.4.20 Bank Loan　银行贷款

An economic behavior in which the bank lends funds to those in need of funds at a certain interest rate in accordance with national policies and agrees to return it within a time limit.

6.4.21 银行融资合同　Bank Financed Contract

以银行为中介的融通资金的合同。

6.4.21 Bank Financed Contract　银行融资合同

Contracts for financing funds with banks as intermediaries.

7 建设项目质量管理术语 Terminology of Construction Project Quality Management

7.1 管理对象与要素相关术语 Related Terminology of Management Objects and Elements

7.1.1 质量管理体系 Quality Management System

为质量管理计划的实施提供政策、过程、程序和资源的组织架构。典型的项目质量管理计划应该与组织的质量管理体系相兼容。

7.1.1 Quality Management System 质量管理体系

The organizational framework whose structure provides the policies, processes, procedures, and resources required to implement the quality management plan. The typical project quality management plan should be compatible to the organization's quality management system.

7.1.2 质量要求 Quality Requirement

必须达到的条件或具备的能力，借此验证成果属性的可接受性和评估成果的质量一致性。

7.1.2 Quality Requirement 质量要求

A condition or capability that will be used to assess conformance by validating the acceptability of an attribute for the quality of a result。

7.1.3 合同要求 Contract Requirements

必须履行民事主体之间设立、变更、终止民事法律关系的协议。

7.1.3 Contract Requirements 合同要求

The agreement of establishing, changing, and terminating civil legal relations between civil entities that must be fulfilled.

7.1.4 项目相关方要求 Project Stakeholder Requirements

可以对项目产生影响、会受项目影响或自认为能会受项目影响的任何个人、团体或组织明示的、隐含的或必须履行的需求或期望。

7.1.4 Project Stakeholder Requirements 项目相关方要求

The explicit, implicit, or must fulfill the needs or expectations by any individual, group, or organization that can have an impact on the project, will be affected by the project, or be affected by the project.

7.1.5 质量成本 Cost of Quality (CoQ)

在产品生命周期中为预防不符合要求、为评价产品或服务是否符合要求，以及因未达到要求（返工），而发生的所有成本。

7.1.5 Cost of Quality (CoQ) 质量成本

All costs incurred over the life of the product by investment in preventing nonconformance to requirements, appraising the product or service for conformance to requirements, and failing to meet requirements (rework).

7.1.6 预防成本 Prevention Costs

预防特定项目的产品、可交付成果或服务质量低劣所带来的相关成本。

7.1.6 Prevention Costs　　预防成本

Costs of related to the prevention of poor quality in the products, deliverables, or services of the specific project.

7.1.7 评估成本　　Appraisal Costs

评估、测量、审计和测试特定项目的产品、可交付成果或服务所带来的相关成本。

7.1.7 Appraisal Costs　　评估成本

Costs related to evaluating, measuring, auditing, and testing the products, deliverables, or services of the specific project.

7.1.8 失败成本　　Failure Costs

因产品、可交付成果或服务与相关方需求或期望不一致而导致的相关成本。

7.1.8 Failure Costs　　失败成本

Costs related to non-conformance of the products, deliverables, or services to the needs or expectations of the stakeholders.

7.1.9 质量测量指标　　Quality Metrics

对项目或产品属性及其测量方式的描述。

7.1.9 Quality Metrics　　质量测量指标

A description of a project or product attribute and how to measure it.

7.1.10 可交付成果　　Deliverables

在某一过程、阶段或项目完成时，必须产出的任何独特并可核实的产品、成果或服务能力。

7.1.10 Deliverables　　可交付成果

Any unique and verifiable product, result, or capability to perform a service that is required to be produced to complete a process, phase, or project.

7.1.11 质量控制测量结果　　Quality Control Measurements

对质量控制活动的结果的书面记录，应以质量管理计划所确定的格式加以记录。

7.1.11 Quality Control Measurements　　质量控制测量结果

The documented results of control quality activities. They should be captured in the format that was specified in the management plan.

7.1.12 质量方针　　Quality Policy

由组织的最高管理者正式发布的该组织总的质量宗旨和方向。

7.1.12 Quality Policy　　质量方针

The overall quality purpose and direction of the organization officially released by the top management of the organization.

7.1.13 样品　　Sample

能够代表商品品质的少量实物。

7.1.13 Sample　　样品

A small amount of real objects that can represent the quality of the product.

7.1.14 符合性验证体系　　Compliance Verification System

用于验证操作者是否符合国家法律法规及相关规范。

7.1.14 Compliance Verification System　　符合性验证体系

A system used to verify whether the operator complies with national laws, regulations and related regulations.

7.1.15 规范　　Specification

对需要满足的需求和所需基本特征的准确描述。

7.1.15 Specification　　规范

A precise statement of the needs to be satisfied and the essential characteristics that are required.

7.1.16 缺陷　　Defect

项目组成部分中不能满足要求或规范，需要修补或更换的瑕疵或缺点。

7.1.16 Defect　　缺陷

An imperfection or deficiency in a project component where that component does not meet its requirements or specifications and needs to be either repaired or replaced.

7.1.17 缺陷通知期　　Defects Notification Period

从竣工日期算起，通知工程或分项存在缺陷的期限。

7.1.17 Defects Notification Period　　缺陷通知期

The period for notifying the existence of defects in the project or sub-item from the completion date.

7.2 过程、活动及行为相关术语 Related Terminology of Processes, Activities, and Behaviors

7.2.1 管理质量　　Manage Quality

把组织的质量政策用于项目，并将质量管理计划转化为可执行的质量活动的过程。

7.2.1 Manage Quality　　管理质量

The process of translating the quality management plan into executable quality activities that incorporate the organization’s quality policies into the project.

7.2.2 控制质量　　Control Quality

监督并记录质量活动执行结果，以便评估绩效，并推荐必要的变更的过程。

7.2.2 Control Quality　　控制质量

The process of monitoring and recording results of executing the quality activities to assess performance and recommend necessary changes.

7.2.3 项目质量控制　　Project Quality Control

对于项目质量实施情况的监督和管理。

7.2.3 Project Quality Control　　项目质量控制

The supervision and management of the implementation of project quality.

7.2.4 现场清理　　Site Cleaning

施工机具，废弃材料，中转材料，大型设施的清理。

7.2.4 Site Cleaning　　现场清理

The cleaning of construction machinery, waste materials, transit materials, and large facilities.

7.2.5 检查　　Inspection

检查工作产品，以确定它是否符合书面标准。

7.2.5 Inspection　　检查

The examination of a work product to determine if it conforms to documented standards.

7.2.6 检验　　Test

进行产品品质管制时，应用各种试验、量度工具与方法，查验产品的特性，以与规定的标准相比，决定其是否合于规格的过程。

7.2.6 Test　　检验

When conducting product quality control, various tests and measurement tools and methods are used to check the characteristics of the product and compare it with the prescribed standard to determine whether it meets the specifications.

7.2.7 拒收　　Rejection

买方拒绝接受货物或交货单据的行为。

7.2.7 Rejection　　拒收

The buyer’s refusal to accept the goods or delivery documents.

7.2.8 竣工检验　　Completion Inspection

由合同规定的和对此指定的、与业主代表和承包商商定的、或作为变更指示的在工程或部段业主验收前进行的检验。

7.2.8 Completion Inspection　　竣工检验

The inspection carried out prior to the acceptance of the works or sections by the owner, as provided for and specified in the contract, as agreed with the owner's representative and the contractor, or as an indication for change.

7.2.9 竣工试验　　Tests on Completion

工程建筑、安装完工后，被业主接收前，按合同规定应由承包商负责进行的试验。

7.2.9 Tests on Completion　　竣工试验

After the construction and installation but before being accepted by the owner, the tests carried out by the contractor according to the contract.

7.2.10 竣工后检验　　Inspection After Completion

合同规定和指定部分的，在工程或其部分验收后进行的检验。

7.2.10 Inspection After Completion　　竣工后检验

The inspection stipulated and specified in the contract, which is carried out after the project or part of it is inspected and accepted.

7.2.11 项目试运行管理　　Management of Project Commissioning

工程项目完成竣工试验后，对合同目标考核验收在内的全部试验的管理工作。

7.2.11 Management of Project Commissioning　　项目试运行管理

After the tests on completion of the project, the management of all tests including the examination and acceptance of the contract targets.

7.2.12 区段的接收　　Section Reception

如果工程分为区段，则承包商应为每一区段申请接收证书，当区段根据合同竣工且已颁发或认为已颁发区段接收证书时，雇主应接收区段。

7.2.12 Section Reception　　区段的接收

If the project is divided into sections, the contractor shall apply for the acceptance

certificate for each section. When the section is completed in accordance with the contract and the section acceptance certificate has been issued or deemed to have been issued, the employer shall accept the section.

7.2.13 部分工程的接收　　Part of the Project Acceptance

在整个工程项目中，对达到竣工接收标准的部分工程内容、部分系统的接收。

7.2.13 Part of the Project Acceptance　　部分工程的接收

In the whole project, the acceptance of part of the project content and part of the system that meet the completion acceptance standards.

7.2.14 质量审计　　Quality Audits

用于确定项目活动是否遵循了组织和项目的政策、过程与程序的一种结构化且独立的过程。

7.2.14 Quality Audits　　质量审计

A structured, independent process to determine if project activities comply with organizational and project policies, processes, and procedures.

7.2.15 项目要求评审　　Project Requirements Review

为了确认能够保质保量地完成订单，对生产能力和物料进行确认，扫除生产过程中的不确定因子，避免因生产过程中出现解决不了的问题而影响产品质量和交货时间的一次评审。

7.2.15 Project Requirements Review　　项目要求评审

The review that confirms the production capacity and materials in order to confirm that the order can be completed with quality and quantity, eliminate the uncertain factors in the production process, and avoid influencing product quality and delivery time due to unsolvable problems in the production process.

7.2.16 质量管理评审　　Quality Management Review

组织的最高管理者对质量管理体系关于质量方针和质量目标的适宜性、充分性、有效性和效率进行的有计划的、有规划的、系统的评价。

7.2.16 Quality Management Review　　质量管理评审

The top of management organization conducts a planned and systematic evaluation of the suitability, adequacy, effectiveness and efficiency of the quality policy and quality objectives of the quality management system.

7.2.17 测试/产品评估　　Testing/Product Evaluations

一种有组织的、结构化的调查，旨在根据项目需求提供有关被测产品或服务质量的客观信息。

7.2.17 Testing/Product Evaluations　　测试/产品评估

An organized and constructed investigation conducted to provide objective information about the quality of the product or service under test in accordance with the project requirements.

7.2.18 缺陷通知　　Defect Notification

当工程存在缺陷现象时发出的通知。

7.2.18 Defect Notification　　缺陷通知

A notice issued when there are defects in the project.

7.2.19 不满意通知　　Dissatisfied Notice

用于说明争议的事项和不满意的原因的通知。

7.2.19 Dissatisfied Notice　　不满意通知

A notice used to explain the matters in dispute and the reason for dissatisfaction.

7.3 方法、工具与文档相关术语 Related Terminology of Methods, Tools, and Documentation

7.3.1 质量管理计划　　Quality Management Plan

项目管理计划的组成部分，描述如何实施适用的政策、程序和指南以实现质量目标。

7.3.1 Quality Management Plan　　质量管理计划

The quality management plan is a component of the project management plan that describes how applicable policies, procedures, and guidelines will be implemented to achieve the quality objectives.

7.3.2 质量核对单 Quality Checklists

用来核实所要求的一系列步骤是否已得到执行的结构化工具。

7.3.2 Quality Checklists　　质量核对单

A structured tool used to verify that a set of required steps has been performed.

7.3.3 现场缺陷报告　　Field Defect Report

对质量体系进行现场检查过程中所发现的不符合标准之处列出的总结清单。

7.3.3 Field Defect Report　　现场缺陷报告

A summary list of non-conformities found during the on-site inspection of the quality system.

7.3.4 不合格报告　　Non-conformity Report

未满足下述某个规定的要求而形成的报告：质量管理体系标准、质量手册、程序文件、工作文件、质量计划、合同文件、国家有关的法律、法规。

7.3.4 Non-conformity Report　　不合格报告

Reports that do not meet one of the following requirements: quality management system standards, quality manuals, procedure documents, working documents, quality plans, contract documents, relevant national laws and regulations.

7.3.5 违反合同报告　　Breach of Contract Report

当合同一方或双方违反合同中约定的义务、法律直接规定的义务和法律原则和精神所要求的义务时，明确给对方造成损失的损失赔偿额的文件。

7.3.5 Breach of Contract Report　　违反合同报告

The document that specifies the amount of compensation for losses caused to the other party when one or both parties of the contract violate the obligations agreed in the contract, the obligations directly stipulated by the law and the obligations required by the legal principles and spirit.

8 建设项目资源管理术语 Terminology of Construction Project Resource Management

8.1 管理对象与要素相关术语 Related Terminology of Management Objects and Elements

8.1.1 建设项目资源 Construction Project Resources

在项目建设过程中需要的人力、物力、财力、时间和信息等多种资源。

8.1.1 Construction Project Resources 建设项目资源

The human, material, financial, time and information resources needed in the process of project construction.

8.1.2 资源分解结构 Resource Breakdown Structure

资源依类别和类型的层级展现。

8.1.2 Resource Breakdown Structure 资源分解结构

A hierarchical representation of resources by category and type.

8.1.3 项目团队资源管理 Project Team Resource Management

关于如何定义、配备、管理和最终遣散项目团队资源的指南。

8.1.3 Project Team Resource Management 项目团队资源管理

A guidance on how project team resources should be defined, staffed, managed, and eventually released.

8.1.4 项目团队名录 Project Team Directory

项目团队成员、他们的项目角色和交流信息的文档化列表。

8.1.4 Project Team Directory 项目团队名录

A documented list of project team members, their project roles, and communication information.

8.1.5 领导力 Leadership

指导、激励、带领团队所需的知识、技能和行为，可帮助组织达成业务目标。

8.1.5 Leadership 领导力

The knowledge, skills, and behaviors needed to guide, motivate, and direct a team, to help an organization achieve its business goals.

8.1.6 虚拟团队 Virtual Teams

拥有共同目标的，在很少或不能见面的情况下，完成相应任务的一组人。

8.1.6 Virtual Teams 虚拟团队

Groups of people with a shared goal who fulfill their roles with little or no time spent meeting face to face.

8.1.7 业主人员 Employer's Personnel

包括业主代表，被委派和托付一定权力的助手以及业主和业主代表的所有其他职员、工人和其他雇员，以及业主或业主代表通知承包商作为业主人员的任何其他人员。

8.1.7 Employer's Personnel 业主人员

Including the employer's representative, the assistants assigned duties and delegated

authority to and all other staff, labor and other employees of the employer and of the employer's representative; and any other personnel notified to the contractor, by the employer or the employer's representative, as employer's personnel.

8.1.8 员工　　Staff

与组织通过劳动合同建立起劳动关系或存在事实劳动关系的个人。

8.1.8 Staff　　员工

An individual who has an employment relationship or a de facto employment relationship with an organization through an employment contract.

8.1.9 角色　　Role

项目团队成员必须履行的、已明确定义的职责，如测试、归档、检查、编码等。

8.1.9 Role　　角色

A defined function to be performed by a project team member, such as testing, filing, inspecting, or coding.

8.1.10 临时公用设施　　Temporary Utilities

由承包商提供的工程正常实施所需的公用临时设施。

8.1.10 Temporary Utilities　　临时公用设施

The short-term public facilities for proper performance of the work provided by contractor.

8.1.11 货物　　Goods

包括承包商设备、材料、生产设备和临时工程，或视情况其中任何一种。

8.1.11 Goods　　货物

Including contractor's equipment, materials, plant and temporary works, or any of them as appropriate.

8.1.12 业主的设备　　Employer's Equipment

业主要求中所述的，由业主提供的供承包商在实施工程中使用的仪器、机械和车辆（如果有），但不包括尚未经业主接收的生产设备。

8.1.12 Employer's Equipment　　业主的设备

The apparatus, machinery and vehicles (if any) made available by the employer for the use of the contractor in the execution of the works, as stated in the employer's requirements; but does not include plant which has not been taken over by the employer.

8.1.13 业主提供的材料　　Employer's Free-Issue Materials

业主按规范中说明的细节、安排和价格，在实施工程中向承包商提供的材料。

8.1.13 Employer's Free-Issue Materials　　业主提供的材料

The materials provided by the employer for the use of the contractor in the execution of the works in accordance with the details, arrangements and prices stated in the specification.

8.2 过程、活动及行为相关术语 Related Terminology of Processes, Activities, and Behaviors

8.2.1 规划资源管理　　Plan Resource Management

定义如何估算、获取、管理和利用实物以及团队资源的过程。

8.2.1 Plan Resource Management　　规划资源管理

The process of defining how to estimate, acquire, manage, and utilize physical and team

resources.

8.2.2 识别资源　　Identification of Resources

用于识别和量化项目所需的团队和实物资源的方法。

8.2.2 识别资源　　Identification of Resources

Methods for identifying and quantifying team and physical resources needed.

8.2.3 估算活动资源　　Estimate Activity Resources

估算执行项目所需的团队资源，以及材料、设备和用品的类型和数量的过程。

8.2.3 Estimate Activity Resources　　估算活动资源

The process of estimating team resources and the type and quantities of materials, equipment, and supplies necessary to perform project work.

8.2.4 备选方案分析　　Alternatives Analysis

一种对已识别的可选方案进行评估的技术，用来决定选择哪种方案或使用何种方法来执行项目工作。

8.2.4 Alternatives Analysis　　备选方案分析

A technique used to evaluate identified options in order to select which options or approaches to use to execute and perform the work of the project.

8.2.5 获取资源　　Acquire Resources

获取项目所需的团队成员、设施、设备、材料、用品和其他资源的过程。

8.2.5 Acquire Resources　　获取资源

The process of obtaining team members, facilities, equipment, materials, supplies, and other resources necessary to complete project work.

8.2.6 控制资源　　Control Resources

确保按计划为项目分配实物资源，以及根据资源使用计划监督资源实际使用情况，并采取必要纠正措施的过程。

8.2.6 Control Resource　　控制资源

The process of ensuring that the physical resources assigned and allocated to the project are available as planned, as well as monitoring the planned versus actual utilization of resources and performing corrective action as necessary.

8.2.7 预分派　　Pre-Assignment

在一定情况下，事先确定了项目的实物或团队资源的情形。

8.2.7 Pre-Assignment　　预分派

The situation that the physical or team resources for a project are determined in advance in certain cases.

8.2.8 实物资源管理　　Physical Resource Management

以有效和高效的方式，分配和使用成功完成项目所需的实物资源(如材料、设备和用品)的过程。

8.2.8 Physical Resource Management　　实物资源管理

The process of allocating and using the physical resources (material, equipment, and supplies, for example) needed for successful completion of the project in an efficient and effective way.

8.2.9 货物运输　　Transport of Goods

用特定的设备和工具，将物品从一个地点向另一个地点运送的活动，包括从包装到抵达现场的全过程。

8.2.9 Transport of Goods　货物运输

The activity of items from one location to another with specific equipment and tools, including the entire process from packaging to arrival at the site.

8.2.10 建设团队　Develop Team

提高工作能力，促进团队成员互动，改善团队整体氛围，以提高项目绩效的过程。

8.2.10 Develop Team　建设团队

The process of improving competencies, team member interaction, and overall team environment to enhance project performance.

8.2.11 管理团队　Manage Team

跟踪团队成员工作表现，提供反馈，解决问题并管理团队变更，以优化项目绩效的过程。

8.2.11 Manage Team　管理团队

The process of tracking team member performance, providing feedback, resolving issues, and managing team changes to optimize project performance.

8.2.12 培训　Training

旨在提高项目团队成员能力的全部活动。

8.2.12 Training　培训

All activities designed to enhance the competencies of the project team members.

8.2.13 团队建设　Team Building

旨在强化团队的社交关系，打造积极合作的工作环境而举办的各种活动。

8.2.13 Team Building　团队建设

Activities to enhance the team's social relations and build a collaborative and cooperative working environment.

8.3 方法、工具与文档相关术语 Related Terminology of Methods, Tools, and Documentation

8.3.1 资源控制　Resource Control

依据需要确保实物资源充足可用、并为项目需求优化实物资源采购，而采用的方法。

8.3.1 Resource Control　资源控制

Methods for ensuring adequate physical resources are available as needed and that the acquisition of physical resources is optimized for project needs.

8.3.2 资源管理计划　Resource Management Plan

项目管理计划的一个组成部分，描述了如何获取、分配、监督和控制项目资源。

8.3.2 Resource Management Plan　资源管理计划

A component of the project management plan that describes how project resources are acquired, allocated, monitored, and controlled.

8.3.3 认可计划　Recognition Plan

给予团队成员哪些认可和奖励，以及何时给予的计划。

8.3.3 Recognition Plan 认可计划

A plan on which recognition and rewards will be given to team members, and when they will be given.

8.3.4 项目组织图 Project Organization Charts

以图形方式描述一个具体项目中项目团队成员及其相互关系的文件。

8.3.4 Project Organization Charts 项目组织图

A document that graphically depicts the project team members and their interrelationships for a specific project.

9 建设项目沟通管理术语 Terminology of Construction Project Communications Management

9.1 管理对象与要素相关术语 Related Terminology of Management Objects and Elements

9.1.1 政策 Policy

组织所采用的一套结构化的行动模式，组织政策可以解释为一套治理组织行为的基本原则。

9.1.1 Policy 政策

A structured pattern of actions adopted by an organization such that the organization's policy can be explained as a set of basic principles that govern the organization's conduct

9.1.2 沟通模型 Communication Models

用来说明在项目中将如何开展沟通过程的描述、比喻或图形。

9.1.2 Communication Models 沟通模型

A description, analogy or schematic used to represent how the communication process will be performed for the project.

9.1.3 人际交往 Networking

与同一组织和不同组织中的人员建立联系和关系。

9.1.3 Networking 人际交往

Establishing connections and relationships with other people from the same or other organizations.

9.1.4 信息分发 Information Distribution

及时向项目干系人提供所需信息。

9.1.4 Information Distribution 信息分发

Providing required information to project stakeholders in a timely manner.

9.1.5 人际关系与团队技能 Interpersonal and Team Skills

用于有效地领导团队成员和其他相关方并与之进行互动的技能。

9.1.5 Interpersonal and Team Skills 人际关系与团队技能

Skills used to effectively lead and interact with team members and other stakeholders.

9.1.6 人际关系技能 Interpersonal Skill

与他人建立并保持关系的技能。

9.1.6 Interpersonal Skill 人际关系技能

Ability to establish and maintain relationships with other people.

9.2 过程、活动及行为相关术语 Related Terminology of Processes, Activities, and Behaviors

9.2.1 规划沟通管理 Plan Communications Management

基于每个相关方或相关方群体的信息需求、可用的组织资产，以及项目的需求，为项目沟通活动制定恰当的方法和计划的过程。

9.2.1 Plan Communications Management　　规划沟通管理

The process of developing an appropriate approach and plan for project communication activities based on the information needs of each stakeholder or group, available organizational assets, and the needs of the project.

9.2.2 管理沟通　　Manage Communications

确保及时且恰当地收集、生成、发布、存储、检索、管理、监督和最终处置项目信息的过程。

9.2.2 Manage Communications　　管理沟通

The process of ensuring timely and appropriate collection, creation, distribution, storage, retrieval, management, monitoring, and the ultimate disposition of project information.

9.2.3 监督沟通　　Monitor Communications

确保满足项目及其相关方的信息需求的过程。

9.2.3 Monitor Communications　　监督沟通

The process of ensuring the information needs of the project and its stakeholders are met.

9.2.4 冲突管理　　Conflict Management

采用团队基本规则、团队规范及成熟的项目管理实践（如沟通规划和角色定义），减少冲突的数量的过程。

9.2.4 Conflict Management　　冲突管理

The process of reducing the amount of conflict by adopting team ground rules, group norms, and solid project management practices, like communication planning and role definition.

9.2.5 会议管理　　Meeting Management

包括准备议程、确保邀请每个关键相关方群体的代表，以及准备和发送后续的会议纪要和行动计划的过程。

9.2.5 Meeting Management　　会议管理

The process that includes preparing the agenda, ensuring that a representative for each key stakeholder group is invited, and preparing and sending the follow-up minutes and actions.

9.2.6 承包商绩效评估　　Contractor Performance Evaluation.

对承包商工作能力进行的专业、客观的总结和评价，从而鼓励承包商提升自己的工作能力，并为承包商承接未来项目提供考量的过程。

9.2.6 Contractor Performance Evaluation.　　承包商绩效评估

The process of professionally and objectively summarizing and evaluating the contractor's capabilities to encourage contractors to improve their performance and provide consideration of a contractor's eligibility for future projects.

9.3 方法、工具与文档相关术语 Related Terminology of Methods, Tools, and Documentation

9.3.1 沟通技术　　Communication Technology

用于项目相关方之间传递信息的特定工具、系统或计算机程序等。

9.3.1 Communication Technology　　沟通技术

Specific tools, systems, computer programs, etc., used to transfer information among project

stakeholders.

9.3.2 沟通方法　　Communication Methods

在项目相关方之间传递信息的系统化的程序、技术或过程。

9.3.2 Communication Methods　　沟通方法

A systematic procedure, technique, or process used to transfer information among project stakeholders.

9.3.3 沟通需求分析　　Communication Requirements Analysis

一种通过访谈、研讨会或借鉴以往项目经验教训等方式来确定项目相关方信息需求的分析技术。

9.3.3 Communication Requirements Analysis　　沟通需求分析

An analytical technique to determine the information needs of theproject stakeholders through interviews, workshops, study of lessons learned from previous projects, etc.

9.3.4 沟通风格评估　　Communication Styles Assessment

规划沟通活动时，用于识别与相关方开展沟通的优选沟通方法、形式和内容的一种技术。

9.3.4 Communication Styles Assessment　　沟通风格评估

A technique to identify the preferred communication method, format, and content for stakeholders for planned communication activities.

9.3.5 相对多数原则　　Plurality

根据群体中相对多数人的意见做出决定，即便未能获得大多数人的同意。

9.3.5 Plurality　　相对多数原则

Decisions made by the largest block in a group, even if a majority is not achieved.

9.3.6 沟通管理计划　　Communications Management Plan

项目、项目集或项目组合管理计划的组成部分，描述了项目信息将如何、何时、由谁来进行管理和传播。

9.3.6 Communications Management Plan　　沟通管理计划

A component of the project, program, or portfolio management plan that describes how, when, and by whom information about the project will be administered and disseminated.

9.3.7 项目文件 Project Documents

在项目活动中产生的各种文件，例如项目管理计划，范围文件、成本文件、进度文件和项目日历，以及变更管理文件。

9.3.7 Project Documents　　项目文件

Documentation resulting from the project's activities; for example, project management plan; scope, cost, schedule, and project calendars; and change management documentation.

9.3.8 绩效报告　　Work Performance Reports

为制定决策、提出问题、采取行动或引起关注，而汇编工作绩效信息所形成的实物或电子项目文件。

9.3.8 Work Performance Reports　　绩效报告

The physical or electronic representation of work performance information compiled in project documents, which is intended to generate decisions or raise issues, actions, or awareness.

10 建设项目风险管理术语 Terminology of Construction Project Risk Management

10.1 管理对象与要素相关术语 Related Terminology of Management Objects and Elements

10.1.1 风险 Risk

生产目的与劳动成果之间的不确定性。

10.1.1 Risk 风险

The uncertainty between the purpose of production and the outcome of labor.

10.1.2 风险概率 Risk Probability

风险事件发生的概率或概率分布。

10.1.2 Risk Probability 风险概率

The probability or probability distribution of the occurrence of a risk event.

10.1.3 风险损失 Risk Losses

因风险事件所导致的非正常的和非预期的利益的减少。

10.1.3 Risk Losses 风险损失

Abnormal and unexpected reduction of benefits due to a risk event.

10.1.4 整体项目风险 Overall Project Risk

包括单个风险在内的所有不确定性。是不确定性对项目整体的影响，是相关方面临的项目结果正面和负面变异区间。

10.1.4 Overall Project Risk 整体项目风险

Overall project risk is the effect of uncertainty on the project as a whole, arising from all sources of uncertainty including individual risks, representing the exposure of stakeholders to the implications of variations in project outcome, both positive and negative.

10.1.5 风险类别 Risk Category

对潜在风险成因的归组。

10.1.5 Risk Category 风险类别

A group of potential causes of risk.

10.1.6 风险偏好 Risk Appetite

为了预期的回报，组织或个人愿意承担不确定性的程度。

10.1.6 Risk Appetite 风险偏好

The degree of uncertainty an organization or individual is willing to accept in anticipation of a reward.

10.1.7 风险临界值 Risk Threshold

某种特定的风险敞口级别，高于该级别的风险需要处理，低于该级别的风险则可接受。

10.1.7 Risk Threshold 风险临界值

The level of risk exposure above which risks are addressed and below which risks may be accepted.

10.1.8 次生风险　　Secondary Risk

由于实施风险应对措施而直接产生的风险。

10.1.8 Secondary Risk　　次生风险

A risk that arises as a direct result of implementing a risk response.

10.1.9 残余风险　　Residual Risk

采取风险应对措施之后仍然存在的风险。

10.1.9 Residual Risk　　残余风险

The risk that remains after risk responses have been implemented.

10.1.10 风险敞口　　Risk Exposure

在某个项目、项目集或项目组合中，针对任一特定对象，而适时作出的对所有风险的潜在影响的综合评估。

10.1.10 Risk Exposure　　风险敞口

An aggregate measure of the potential impact of all risks at any given point in time in a project, program, or portfolio.

10.1.11 风险自留　　Risk Self-Retention

企业自己非理性或理性地主动承担风险，即指一个企业以其内部的资源来弥补损失。

10.1.11 Risk Self-Retention　　风险自留

A risk response strategy whereby an enterprise's irrational or rational initiative to take risks, that is, an enterprise uses its own resources to make up for its losses.

10.1.12 风险接受　　Risk Acceptance

承认威胁的存在，但不主动采取措施。

10.1.12 Risk Acceptance　　风险接受

Risk acceptance acknowledges the existence of a threat, but no proactive action is taken.

10.1.13 风险规避　　Risk Avoidance

一种风险应对策略，项目团队采取行动来消除威胁，或保护项目免受风险影响。

10.1.13 Risk Avoidance　　风险规避

A risk response strategy whereby the project team acts to eliminate the threat or protect the project from its impact.

10.1.14 风险分享　　Risk Sharing

一种风险应对策略，项目团队将应对机会的责任分配给最能为项目获得利益的第三方。

10.1.14 Risk Sharing　　风险分享

A risk response strategy whereby the project team allocates ownership of an opportunity to a third party who is best able to capture the benefit of that opportunity.

10.1.15 风险转移　　Risk Transference.

一种风险应对策略，项目团队把威胁造成的影响连同应对责任一起转移给第三方。

10.1.15 Risk Transference　　风险转移

A risk response strategy whereby the project team shifts the impact of a threat to a third party, together with ownership of the response.

10.1.16 风险提高　　Risk Enhancement

一种风险应对策略，项目团队采取行动提升机会出现的概率或扩大机会造成的影响。

10.1.16 Risk Enhancement　　风险提高

A risk response strategy whereby the project team acts to increase the probability of occurrence or impact of an opportunity.

10.1.17 风险上报　　Risk Escalation

一种风险应对策略，即团队认为风险超出了自身可影响的范围，并将风险责任转移到组织中能更有效管理风险的更高层。

10.1.17 Risk Escalation　　风险上报

A risk response strategy whereby the team acknowledges that a risk is outside of its sphere of influence and shifts the ownership of the risk to a higher level of the organization where it is more effectively managed.

10.1.18 风险开拓　　Risk Exploiting

一种风险应对策略，项目团队采取行动以确保机会出现。

10.1.18 Risk Exploiting　　风险开拓

A risk response strategy whereby the project team acts to ensure that an opportunity occurs.

10.1.19 风险减轻　　Risk Mitigation

一种风险应对策略，项目团队采取行动以降低威胁发生的概率或削弱威胁造成的影响。

10.1.19 Risk Mitigation　　风险减轻

A risk response strategy whereby the project team acts to decrease the probability of occurrence or impact of a threat.

10.1.20 保险　　Insurance

以契约形式确立双方经济关系，对合同规定范围内的灾害事故所造成的损失，进行经济补偿或给付的一种经济形式。

10.1.20 Insurance　　保险

The economic form that establishes the economic relationship between the two parties in the form of contract and makes economic compensation or payment for the losses caused by disasters and accidents within the scope specified in the contract.

10.1.21 被保险人　　Insurant

其财产或者人身受保险合同保障，享有保险金请求权的人。

10.1.21 Insurant　　被保险人

The person whose property or person is protected by the insurance contract and has the right to claim insurance benefits.

10.1.22 建设项目保险　　Construction Project Insurance

业主或承包商为了工程建设项目顺利完成而对工程建设中可能产生的人身伤害或财产损失，向保险公司投保以化解风险的行为。

10.1.22 Construction Project Insurance　　建设项目保险

The behavior of the owner or the contractor insures with the insurance company for possible personal injury or property loss in the construction of the project for smooth completion of the construction project.

10.1.23 工程和承包商的设备保险　　Insurance for Works and Contractor's Equipment

保险方为工程、永久设备、材料以及承包商的文件办理的保险。

10.1.23 Insurance for Works and Contractor's Equipment　　工程和承包商的设备保险

The insurance provided by the insuring party for the works, permanent equipment, materials, and contractor's documents.

10.1.24 人员伤亡及财产损失保险　　Insurance against Injury to Persons and Damage under to Property

保险方应为履行合同引起的，并在履约证书颁发之前发生的任何物资财产的损失或损害，或任何人员的伤亡引起的每一方的责任办理保险。

10.1.24 Insurance against Injury to Persons and Damage under to Property　人员伤亡及财产损失保险

The insuring party shall insure against each party's liability for any loss, damage, death or bodily injury which may occur to any physical property or to any person, which may arise out of the contractor's performance of the contract and occurring before the issue of the performance certificate.

10.1.25 风险责任人　　Risk Owner

负责监测风险，选择并实施恰当的风险应对策略的个人。

10.1.25 Risk Owner　　风险责任人

The person responsible for monitoring the risks and for selecting and implementing an appropriate risk response strategy.

10.1.26 不可抗力　　Force Majeure

雇主和承包商都无法控制的事件。

10.1.26 Force Majeure　　不可抗力

Events beyond the control of both the employer and the contractor.

10.1.27 不可预见　　Unforeseeable

一个有经验的承包商在提交投标文件时还不能合理预见的的事件。

10.1.27 Unforeseeable　　不可预见

An event that an experienced contractor cannot reasonably foreseen by the date for submission of the tender.

10.1.28 争议避免与裁决委员会　　Dispute Avoidance/Adjudication Board

由合同中任命的一名成员或三名成员(视情况而定)组成的委员会，其主要责任是合同实施过程中的争端避免和裁决。

10.1.28 Dispute Avoidance/Adjudication Board　　争议避免与裁决委员会

A committee composed of solo member or three members (as the case maybe) so named in the contract whose primary responsibility is dispute avoidance and adjudication during the implementation of the contract.

10.1.29 争议裁决委员会　　Dispute Adjudication Board

由双方委托，对争端进行裁决并根据合同做出委员会决定，由 1 人或 3 人组成的组织。除非经友好解决、仲裁或诉讼加以修正，该决定具有约束力。

10.1.29 Dispute Adjudication Board　　争议裁决委员会

An organization composed of one or three persons entrusted by both parties to adjudicate disputes and make decisions of the committee in accordance with the contract. The decision

shall be binding unless amended by friendly settlement, arbitration or litigation.

10.2 过程、活动及行为相关术语 Related Terminology of Processes, Activities, and Behaviors

10.2.1 规划风险管理 Plan Risk Management

定义如何实施项目风险管理活动的过程

10.2.1 Plan Risk Management 规划风险管理

The process of defining how to conduct risk management activities for a project.

10.2.2 识别风险 Identify Risk

识别单个项目风险，以及整体项目风险的来源，并记录风险特征的过程。

10.2.2 Identify Risk 识别风险

The process of identifying individual project risks as well as sources of overall project risk, and documenting their characteristics.

10.2.3 风险分类 Risk Categorization

按照风险来源（如使用风险分解结构）、受影响的项目区域（如使用工作分解结构），或其他有用的分类标准（如项目阶段），对项目风险进行分类，以明确受不确定性 影响最大的项目区域。

10.2.3 Risk Categorization 风险分类

Organization by sources of risk (e.g., using the RBS), the area of the project affected (e.g., using the WBS), or other useful category (e.g., project phase) to determine the areas of the project most exposed to the effects of uncertainty.

10.2.4 风险估计 Risk Estimation

对项目各阶段的风险事件发生可能性的大小、可能出现的后果、可能发生的时间和影响范围的大小的估计。

10.2.4 Risk Estimation 风险估计

Estimation of the probability, possible consequences, possible time and scope of impact of risk events at each stage of the project.

10.2.5 风险分析 Risk Analysis

根据风险类型、获得的有关信息和风险估计结果，对识别出的风险进行定性和定量的分析，为风险评价和风险应对提供支持。

10.2.5 Risk Analysis 风险分析

According to the risk category, relevant information obtained, and the results of risk estimation, the qualitative and quantitative analysis of the identified risks to provide support for risk assessment and risk response.

10.2.6 定性风险分析 Qualitative Risk Analysis

通过评估单个项目风险发生的概率和影响以及其他特征，对风险进行优先级排序，从而为后续分析或行动提供基础的过程。

10.2.6 Qualitative Risk Analysis 定性风险分析

The process of prioritizing individual project risks for further analysis or action by assessing their probability of occurrence and impact as well as other characteristics.

10.2.7 定量风险分析　　Quantitative Risk Analysis

就已识别的单个项目风险和其他不确定性的来源对整体项目目标的综合影响进行定量分析的过程。

10.2.7 Quantitative Risk Analysis　　定量风险分析

The process of numerically analyzing the combined effect of identified individual project risks and other sources of uncertainty on overall project objectives.

10.2.8 风险评价　　Risk Assessment

综合考虑风险发生的概率、损失幅度以及其他因素，分析风险的影响，确定整体风险水平，为风险决策及制定风险应对计划提供依据的过程。

10.2.8 Risk Assessment　　风险评价

The process of comprehensively considering the probability of risk occurrence, loss range and other factors, analyzing the impact of risk, determining the overall risk level, and providing a basis for risk decision-making and the formulation of risk response plans.

10.2.9 规划风险应对　　Plan Risk Responses

为处理整体项目风险敞口，以及应对单个项目风险，而制定可选方案、选择应对策略并商定应对行动的过程。

10.2.9 Plan Risk Responses　　规划风险应对

The process of developing options, selecting strategies, and agreeing on actions to address overall project risk exposure, as well as to treat individual project risks.

10.2.10 风险应对　　Risk Responses

在风险识别、风险估计和风险评价之后，为降低风险的发生概率、损失严重程度等而制订风险应对策略和技术手段的过程。

10.2.10 Risk Responses　　风险应对

After risk identification, risk analysis and risk assessment, the process of developing risk response strategies and technical approaches to reduce the probability of risk occurrence and the severity of loss.

10.2.11 实施风险应对　　Implement Risk Responses

执行商定的风险应对计划的过程。

10.2.11 Implement Risk Responses　　实施风险应对

The process of implementing agreed-upon risk response plans.

10.2.12 监督风险　　Monitor Risks

在整个项目期间，监督商定的风险应对计划的实施、跟踪已识别风险、识别和分析新风险，以及评估风险管理有效性的过程。

10.2.12 Monitor Risks　　监督风险

The process of monitoring the implementation of agreed-upon risk response plans, tracking identified risks, identifying and analyzing new risks, and evaluating risk process effectiveness throughout the project.

10.2.13 风险审计　　Risk Audit

一种用于评价风险管理过程有效性的审计。

10.2.13 Risk Audit　　风险审计

A type of audit used to consider the effectiveness of the risk management process.

10.2.14 风险审查　　Risk Review

检查和记录应对整体项目风险和已识别单个项目风险的有效性的会议。

10.2.14 Risk Review　　风险审查

A meeting to examine and document the effectiveness of risk responses in dealing with overall project risk and with identified individual project risks.

10.2.15 预警　　Warning

企业根据外部环境与内部条件的变化，对企业未来的风险进行的预测和报警。

10.2.15 Warning　　预警

The forecast and alarm of future risks of enterprises according to the changes of external environment and internal conditions.

10.2.16 争议　　Dispute

两个人、两个团体或两个国家之间的争论或分歧。

10.2.16 Dispute　　争议

Argument or a disagreement between two people, groups or countries.

10.2.17 风险管理后评估　　Post-evaluation of Risk Management

对风险管理进行系统的、客观的总结和评价，从而确定风险管理目标是否达到，检验风险管理工作的得失，为以后项目的风险管理提供经验借鉴的过程。

10.2.17 Post-evaluation of Risk Management　　风险管理后评估

The process of systematically and objectively summarizing and evaluating risk management to determine whether the risk management objectives have been achieved, test the gains and losses of risk management work, and provide experience for the risk management of future projects.

10.3 方法、工具与文档相关术语 Related Terminology of Methods, Tools, and Documentation

10.3.1 风险核对表　　Risk Check List

基于以前相似项目的风险信息编制的表格，帮助风险识别人员进行项目风险的检查和核对。

10.3.1 Risk Check List　　风险核对表

A table based on risk information of previous similar projects helps risk identifiers to check and verify project risks.

10.3.2 风险分解结构　　Risk Breakdown Structure (RBS)

对潜在风险来源的一种层级图示。

10.3.2 Risk Breakdown Structure (RBS)　　风险分解结构

A hierarchical representation of potential sources of risks.

10.3.3 风险数据质量评估　　Risk Data Quality Assessment

评估风险数据对风险管理的有用程度的一种技术。

10.3.3 Risk Data Quality Assessment　　风险数据质量评估

Technique to evaluate the degree to which the data about risks is useful for risk management.

10.3.4 多准则决策分析　　Multicriteria Decision Analysis

借助决策矩阵，用系统分析方法建立诸如风险水平、不确定性和价值收益等多种标准，从而对众多方案进行评估和排序的技术。

10.3.4 Multicriteria Decision Analysis　　多准则决策分析

A technique that utilizes a decision matrix to provide a systematic analytical approach for establishing criteria, such as risk levels, uncertainty, and valuation, to evaluate and rank many ideas.

10.3.5 风险管理计划　　Risk Management Plan

项目、项目集或项目组合管理计划的组成部分，说明将如何安排与实施风险管理活动。

10.3.5 Risk Management Plan　　风险管理计划

A component of the project, program, or portfolio management plan that describes how risk management activities will be structured and performed.

10.3.6 风险登记册　　Risk Register

记录风险管理过程输出的文件。

10.3.6 Risk Register　　风险登记册

A repository in which outputs of risk management processes are recorded.

10.3.7 风险报告　　Risk Report

在整个项目风险管理过程中不断更新的项目文件，用以概述单个项目风险的情况和整体项目风险的程度。

10.3.7 Risk Report　　风险报告

A project document developed progressively throughout the project risk management processes, which summarizes information on individual project risks and the level of overall project risk.

10.3.8 保险单　　Insurance Policy

保险人与投保人签订保险合同的书面证明。

10.3.8 Insurance Policy　　保险单

The certificate of signing insurance contract between the insurer and the applicant.

10.3.9 争议避免与裁决委员会协议　　DAAB Agreement

双方（雇主及承包商）与争议避免与裁决委员会唯一成员或三人成员（视情况而定）中的每位成员签订的或认为已经签订的协议书。

10.3.9 DAAB Agreement　　争议避免与裁决委员会协议

The agreement signed or deemed to have been signed by both parties (employer and contractor) and the sole member or each of the three members (as the case maybe) of the DAAB.

10.3.10 证据　　Evidence

能够证明某事物的真实性的有关事实或材料。

10.3.10 Evidence　　证据

Relevant facts or materials that can prove the truth of something.

11 建设项目采购管理术语 Terminology of Construction Project Procurement Management

11.1 管理对象与要素相关术语 Related Terminology of Management Objects and Elements

11.1.1 采购 Procurement

从项目团队外部购买或获取所需产品、服务或成果。

11.1.1 Procurement 采购

Purchase or acquire products, services, or results needed from outside the project team.

11.1.2 合同 Contract

对双方都有约束力的协议，强制卖方提供规定的产品、服务或成果，以及强制买方支付相应的费用。

11.1.2 Contract 合同

The mutually binding agreement that obligates the seller to provide the specified product or service or result and obligates the buyer to pay for it.

11.1.3 语言 Language

编写合同使用的语言。

11.1.3 Language 语言

The language in which the contract is written.

11.1.4 义务 Obligations

为履行合同应尽的责任。

11.1.4 Obligations 义务

Duty to comply with contract.

11.1.5 责任 Liability

为履行合同而承担的风险。

11.1.5 Liability 责任

Risk to comply with contract.

11.1.6 责任限度 Limitation of Liability

为履行合同，而承担的风险程度。

11.1.6 Limitation of Liability 责任限度

The degree of risk to comply with contract.

11.1.7 合同条件 Conditions of Contract

包含专用条件和通用条件。

11.1.7 Conditions of Contract 合同条件

Include particular conditions and general conditions.

11.1.8 合同条款 Contract Provisions

合同条件内所列条款。

11.1.8 Contract Provisions 合同条款

Provisions in conditions of contract.

11.1.9 通用条件　　General Conditions

适于某一类工程的合同条件。

11.1.9 General Conditions　　通用条件

Conditions of contract applicable to a class of works.

11.1.10 专用条件　　Particular Conditions

针对一个具体的工程项目，是在考虑项目所在国法律法规不同、项目特点和业主要求不同的基础上，对通用条件进行的具体化的修改和补充。

11.1.10 Particular Conditions　　专用条件

Conditions for a specific project, is modification and supplement to general conditions on considering the different laws/regulations to located country, the characteristics of project and requirements of owner.

11.1.11 专用条款　　Particular Provisions

专用条件内所列条款。

11.1.11 Particular Provisions　　专用条款

Terms in particular conditions.

11.1.12 特别事件　　Exceptional Events

事件的发生是一方无法控制，或在签订合同前该方无法合理防范，或情况发生时该方无法合理回避或克服的，以及主要不是由于另一方造成的。

11.1.12 Exceptional Events　　特别事件

The event, (a) which is beyond a party's control; (b) Which such party could not reasonably have provided against before entering into the contract; (c) Which, having arisen, such party could not reasonably have avoided or overcome; and (d) Which is not not substantially attributable to the other party.

11.1.13 特别条款　　Special Provisions

缔约方特别约定的，具有较高优先级的条款。

11.1.13 Special Provisions　　特别条款

Terms with higher priority specially agreed by both parties.

11.1.16 合同数据　　Contract Data

雇主填写的题为合同数据的页面，该数据构成了专用条款 A 部分。

11.1.16 Contract Data　　合同数据

The pages completed by the employer entitled contract data which constitute part A of the particular conditions.

11.2 过程、活动及行为相关术语 Related Terminology of Processes, Activities, and Behaviors

11.2.1 规划采购管理　　Plan Procurement Management

记录项目采购决策，明确采购方法，识别潜在卖方的过程。

11.2.1 Plan Procurement Management　　规划采购管理

The process of documenting project procurement decisions, specifying the approach, and identifying potential sellers.

11.2.2 自制或外购分析　　Make-or-Buy Analysis

收集和整理有关产品需求的数据，对包括采购产品或内部制造产品在内的多个可选方案进行分析的过程。

11.2.2 Make-or-Buy Analysis　　自制或外购分析

The process of gathering and organizing data about product requirements and analyzing them against available alternatives including the purchase or internal manufacture of the product.

11.2.3 自制或外购决策　　Make-or-Buy Decisions

关于从外部采购或由内部制造某产品的决策。

11.2.3 Make-or-Buy Decisions　　自制或外购决策

Decisions made regarding the external purchase or internal manufacture of a product.

11.2.4 实施采购　　Conduct Procurements

获取卖方应答、选择卖方并授予合同的过程。

11.2.4 Conduct Procurements　　实施采购

The process of obtaining seller responses, selecting a seller, and awarding a contract.

11.2.5 投标人会议　　Bidder Conference

在准备投标书或建议书之前，与潜在卖方举行的会议，以便保证所有潜在卖方对本项采购都有清楚且一致的理解。又称承包商会议、供应商会议或投标前会议。

11.2.5 Bidder Conference　　投标人会议

The meetings with prospective sellers prior to the preparation of a bid or proposal to ensure all prospective vendors have a clear and common understanding of the procurement. Also known as contractor conferences, vendor conferences, or pre-bid conferences.

11.2.6 控制采购　　Control Procurements

管理采购关系，监督合同绩效，实施必要的变更和纠偏，以及关闭合同的过程。

11.2.6 Control Procurements　　控制采购

The process of managing procurement relationships, monitoring contract performance, making changes and corrections as appropriate, and closing out contracts.

11.2.7 采购审计　　Procurement Audits

对合同和采购过程的完整性、正确性和有效性进行的审查。

11.2.7 Procurement Audits　　采购审计

The review of contracts and contracting processes for completeness, accuracy, and effectiveness.

11.2.8 融资　　Financed

资金筹集的行为与过程。

11.2.8 Financed　　融资

The behavior and process of fund raising.

11.2.9 索赔管理　　Claims Administration

对合同索赔进行处理、裁决和沟通的过程。

11.2.9 Claims Administration　　索赔管理

The process of processing, adjudicating, and communicating contract claims.

11.2.10 仲裁　　Arbitration

公认的第三者在争端两方间进行裁定公断。

11.2.10 Arbitration　　仲裁

The process of solving an argument between people by helping them to agree to an acceptable solution.

11.2.11 行政收尾　　Administrative Closure

对项目管理全面系统和深入回顾。

11.2.11 Administrative Closure　　行政收尾

Comprehensive and systematic review of project management.

11.2.12 终止合同　　Terminate the Contract

指在约定期满之前停止履行合同的动作、行为。

11.2.12 Terminate the Contract　　终止合同

Behaviors to an ending, usually before the end of the anticipated term of the contract.

11.2.13 因承包商违约而提出终止　　Termination by Employer

因承包商违反合同约定，导致雇主提出的终止。

11.2.13 Termination by Employer　　因承包商违约而提出终止

Termination proposed by the employer due to the contractor's breach of the contract.

11.3 方法、工具与文档相关术语 Related Terminology of Methods, Tools, and Documentation

11.3.1 采购策略　　Procurement Strategy

为了获得期望的结果，买方用来确定项目交付方式，以及具有法律约束力的协议的类型的方法。

11.3.1 Procurement Strategy　　采购策略

The approach by the buyer to determine the project delivery method and the type of legally binding agreement(s) that should be used to deliver the desired results.

11.3.2 采购文件　　Procurement Documents

在招投标活动中使用的文件。

11.3.2 Procurement Documents　　采购文件

The documents utilized in bid and proposal activities.

11.3.3 采购管理计划　　Procurement Management Plan

项目或项目集管理计划的组成部分，说明项目团队将如何从执行组织外部获取货物和服务。

11.3.3 Procurement Management Plan　　采购管理计划

A component of the project or program management plan that describes how a project team will acquire goods and services from outside of the performing organization.

11.3.4 信息邀请书　　Request for Information (RFI)

采购文件的一种，买方借此邀请潜在卖方就某种产品、服务或卖方能力提供相关信息。

11.3.4 Request for Information (RFI)　　信息邀请书

A type of procurement document whereby the buyer requests a potential seller to provide various pieces of information related to a product or service or seller capability.

11.3.5 报价邀请书　　Request for Quotation (RFQ)

采购文件的一种，用来向潜在卖方征求对通用或标准产品或服务的报价。有时可用来代替建议邀请书。在某些应用领域，其含义可能更狭窄或更具体。

11.3.5 Request for Quotation (RFQ)　　报价邀请书

A type of procurement document used to request price quotations from prospective sellers of common or standard products or services. Sometimes used in place of request for proposal and, in some application areas, it may have a narrower or more specific meaning.

11.3.6 建议邀请书　　Request for Proposal (RFP)

采购文件的一种，用来向潜在卖方征求对产品或服务的建议书。在某些应用领域，其含义可能更狭窄或更具体。

11.3.6 Request for Proposal (RFP)　　建议邀请书

A type of procurement document used to request proposals from prospective sellers of products or services. In some application areas, it may have a narrower or more specific meaning.

11.3.7 采购工作说明书　　Procurement Statement of Work

对拟采购项的详细描述，以便潜在卖方确定他们是否有能力提供这些产品、服务或成果。

11.3.7 Procurement Statement of Work　　采购工作说明书

Describes the procurement item in sufficient detail to allow prospective sellers to determine if they are capable of providing the products, services, or results.

11.3.8 卖方建议书　　Seller Proposals

卖方对建议邀请书或其他采购文件的正式应答，规定了价格、商务销售条款，以及技术规范或卖方将为买方建成的能力，一旦被接受，将形成有约束力的协议。

11.3.8 Seller Proposals　　卖方建议书

Formal responses from sellers to a request for proposal or other procurement document specifying the price, commercial terms of sale, and technical specifications or capabilities the seller will do for the requesting organization that, if accepted, would bind the seller to perform the resulting agreement.

11.3.9 采购文档　　Procurement Documentation

在签署、执行及结束一份协议时所用到的所有文件。

11.3.9 Procurement Documentation　　采购文档

All documents used in signing, executing, and closing an agreement.

11.3.10 项目和合同文档　　Project and Contract Files

项目和合同管理相关的文件。

11.3.10 Project and Contract Files　　项目和合同文档

Documents of project and contract management.

11.3.11 融资合同　　Financed Contract

有关项目融资的一系列各自独立的合同的总称。

11.3.11 Financed Contract　　融资合同

The general term of a series of independent contracts related to project financing.

11.3.12 工料合同　　Time and Material Contract (T&M)

兼具成本补偿和总价合同特征的一种混合的合同类型。

11.3.12 Time and Material Contract (T&M)　　工料合同

A type of contract that is a hybrid contractual arrangement containing aspects of both cost-reimbursable and fixed-price contracts.

11.3.13 激励合同　　Incentive Contract

订立合同的公司收取一笔固定的费用，再按项目成本的一个固定百分比收取其余的部分。

11.3.13 Incentive Contract　　激励合同

The contracting company charges a fixed fee and then charges the rest at a fixed percentage of the project cost.

11.3.14 混合合同　　Mixed Contract

由数个合同部分构成的，有着两个以上的不同的法律关系的合同。

11.3.14 Mixed Contract　　混合合同

A kind of contract which is composed of several parts and has more than two different legal relations.

11.3.15 单价或按实际工作量合同　　Unit Price or Based on Actual Workload Contract

投标人就招标文件中列出的分部分项工程确定各分部分项工程费用的合同。

11.3.15 Unit Price or Based on Actual Workload Contract　　单价或按实际工作量合同

The contract in which the bidder determines the cost of each divisional and sub divisional works according to the divisional and sub divisional works listed in the bidding documents.

11.3.16 总价合同　　Fixed Price Contract

规定了为确定的工作范围所需支付的费用的协议，与完成工作的实际成本或人力投入无关。

11.3.16 Fixed Price Contract　　总价合同

An agreement that sets the fee that will be paid for a defined scope of work regardless of the cost or effort to deliver it.

11.3.17 固定总价合同　　Firm Fixed Price Contract (FFP)

总价合同的一种类型。不考虑卖方成本，由买方向卖方支付事先确定的金额（由合同规定）。

11.3.17 Firm Fixed Price Contract (FFP)　　固定总价合同

A type of fixed price contract where the buyer pays the seller a set amount (as defined by the contract), regardless of the seller's costs.

11.3.18 总价加激励费用合同　　Fixed Price Incentive Fee Contract (FPIF)

总价合同的一种类型。买方向卖方支付事先确定的金额（由合同规定），如果卖方满足了既定的绩效标准，则还可挣到额外的金额。

11.3.18 Fixed Price Incentive Fee Contract (FPIF)　　总价加激励费用合同

A type of contract where the buyer pays the seller a set amount (as defined by the contract), and the seller can earn an additional amount if the seller meets defined performance criteria.

11.3.19 总价加经济价格调整合同 Fixed Price with Economic Price Adjustment Contract (FP-EPA)

总价合同的一种类型，但合同中包含了特殊条款，允许根据条件变化，如通货膨胀、某些特殊商品的成本增加（或降低），以事先确定的方式对合同价格进行最终调整。

11.3.19 Fixed Price with Economic Price Adjustment Contract (FP-EPA) 总价加经济价格调整合同

A fixed-price contract, but with a special provision allowing for predefined final adjustments to the contract price due to changed conditions, such as inflation changes, or cost increases (or decreases) for specific commodities.

11.3.20 成本加固定百分比合同 Cost Plus Fixed Percentage Fee Contract

工程成本中直接费加一定比例的报酬，报酬的比例在签订合同时由双方确定。

11.3.20 Cost Plus Fixed Percentage Fee Contract 成本加固定百分比合同

The direct cost of the project plus a certain proportion of remuneration, the proportion of remuneration shall be determined by both parties when signing the contract.

11.3.21 成本加固定费用合同 Cost Plus Fixed Fee Contract (CPFF)

成本补偿合同的一种类型，买方为卖方报销可列支成本（可列支成本由合同确定），再加上一笔固定数额的利润（费用）。

11.3.21 Cost Plus Fixed Fee Contract (CPFF) 成本加固定费用合同

A type of cost-reimbursable contract where the buyer reimburses the seller for the seller's allowable costs (allowable costs are defined by the contract) plus a fixed amount of profit (fee).

11.3.22 成本加固定费用与奖金合同 Cost Plus Fixed Fee and Bonus Contract

买方为卖方报销可列支成本（可列支成本由合同确定），再加上一笔固定数额的利润（费用）和奖金。

11.3.22 Cost Plus Fixed Fee and Bonus Contract 成本加固定费用与奖金合同

The buyer reimburses the seller for the seller's allowable costs (allowable costs are defined by the contract) plus a fixed amount of profit (fee) and bonus.

11.3.23 成本加固定费用与最高价格合同 Cost Plus Fixed Fee and Maximum Price Contract

买方为卖方报销可列支成本（可列支成本由合同确定），再加上一笔固定数额的利润（费用）。当实际成本超过合同中规定的工程成本总价，由承包商承担所有的额外费用。

11.3.23 Cost Plus Fixed Fee and Maximum Price Contract 成本加固定费用与最高价格合同

The buyer reimburses the seller for the seller's allowable costs (allowable costs are defined by the contract) plus a fixed amount of profit (fee). When the actual cost exceeds the total project cost specified in the contract, all additional costs shall be borne by the contractor.

11.3.24 成本加固定费用与最高价格和奖金合同 Cost Plus Fixed Fee and Maximum Price and Bonus Contract

买方为卖方报销可列支成本（可列支成本由合同确定），再加上一笔固定数额的利润（费用）和奖金。当实际成本超过合同中规定的工程成本总价，由承包商承担所有的额外费用。

11.3.24 Cost Plus Fixed Fee and Maximum Price and Bonus Contract 成本加固定费用与最高价格和奖金合同

The buyer reimburses the seller for the seller's allowable costs (allowable costs are defined by the contract) plus a fixed amount of profit (fee) and bonus. When the actual cost exceeds the total project cost specified in the contract, all additional costs shall be borne by the contractor.

11.3.25 成本加固定费用与成本节约共享合同 Cost Plus Fixed Expenses and Cost Saving Sharing Contract

买方为卖方报销可列支成本（可列支成本由合同确定），再加上一笔固定数额的利润（费用）。如果节约了成本，节约部分由业主和承包商共享。

11.3.25 Cost Plus Fixed Expenses and Cost Saving Sharing Contract 成本加固定费用与成本节约共享合同

The buyer reimburses the seller for the seller's allowable costs (allowable costs are defined by the contract) plus a fixed amount of profit (fee). If cost savings are achieved, the savings are shared by the owner and the contractor.

11.3.26 成本补偿合同 Cost-Reimbursable Contract

合同类型的一种，向卖方支付实际成本加费用（通常代表卖方的利润）。

11.3.26 Cost-Reimbursable Contract 成本补偿合同

A type of contract involving payment to the seller for the seller's actual costs, plus a fee typically representing the seller's profit.

11.3.27 成本加激励费用合同 Cost Plus Incentive Fee Contract (CPIF)

成本补偿合同的一种类型，买方为卖方报销可列支成本（可列支成本由合同确定），并且卖方在达到规定绩效标准时赚取利润。

11.3.27 Cost Plus Incentive Fee Contract (CPIF) 成本加激励费用合同

A type of cost-reimbursable contract where the buyer reimburses the seller for the seller's allowable costs (allowable costs are defined by the contract), and the seller earns its profit if it meets defined performance criteria.

11.3.28 成本加奖励费用合同 Cost Plus Award Fee Contract (CPAF)

合同的一种类型，向卖方支付已完工作的全部合法实际成本，再加上一笔奖励费用作为卖方的利润。

11.3.28 Cost Plus Award Fee Contract (CPAF) 成本加奖励费用合同

A category of contract that involves payments to the seller for all legitimate actual costs incurred for completed work, plus an award fee representing seller profit.

11.3.29 投标函 Letter of Tender

名称为投标函的文件，由承包商填写，包括已签字的对雇主的工程报价。

11.3.29 Letter of Tender 投标函

The document entitled letter of tender, which was completed by the contractor and includes the signed offer to the employer for the works.

11.3.30 中标函 Letter of Acceptance

雇主对投标文件签署的正式接受函，包括其后所附的备忘录(由合同各方达成并签定的协议构成)。

11.3.30 Letter of Acceptance 中标函

The letter of formal acceptance, signed by the employer, of the letter of tender, including any annexed memoranda comprising agreements between and signed by both parties.

11.3.31 中标合同金额　　Accepted Contract Amount

由投标人对按合同完成工程提出报价，经招标人以中标函认可的款项。

11.3.31 Accepted Contract Amount　　中标合同金额

The price quoted by the bidder for the project completed according to the contract and approved by the bid winner.

11.3.32 图纸　　Drawings

合同中规定的工程图纸，及由雇主(或代表)根据合同颁发的对图纸的增加和修改。

11.3.32 Drawings　　图纸

The drawings of the works, as included in the contract, and any additional and modified drawings issued by (or on behalf of) the employer in accordance with the contract.

11.3.33 尾工清单　　Punch List

在工程或修理项目最终付款前要完成的主要、次要工作的分项清单。

11.3.33 Punch List　　尾工清单

An itemized list of mostly minor fixes or work to be done before final payment on a construction or repair project.

12 建设项目相关方管理术语 Terminology of Construction Project Stakeholder Management

12.1 管理对象与要素相关术语 Related Terminology of Management Objects and Elements

12.1.1 相关方 Stakeholder

能影响项目、项目集或项目组合的决策、活动或结果的个人、小组或组织，以及会受或自认为会受它们的决策、活动或结果影响的个人、小组或组织。

12.1.1 Stakeholder 相关方

An individual, group, or organization that may affect, be affected by, or perceive itself to be affected by a decision, activity, or outcome of a project, program, or portfolio.

12.1.2 组织 Organization

对责任、权限和关系做出安排并有明确目标，由人与设施结合而成的实体或团体。

12.1.2 Organization 组织

An entity or group that arranges responsibilities, powers, and relationships and has clear goals. It is a combination of people and facilities.

12.1.3 项目发起人 Project Sponsor

为项目、项目集或项目组合提供资源和支持，并负责为成功创造条件的个人或团体。

12.1.3 Project Sponsor 项目发起人

A person or group who provides resources and support for the project, program, or portfolio and is accountable for enabling success.

12.1.4 项目业主 Employer

在合同协议书中被称为雇主的当事人及其财产所有权的合法继承人。

12.1.4 Employer 项目业主

The person named as employer in the contract agreement and the legal successors in title to this person.

12.1.5 建筑师或设计师 Architect or Designer

建筑师是负责规划、设计和监督建筑物建设的人士。设计师是通过图纸或计划来事先规划事物外观或工作方式的人士。

12.1.5 Architect or Designer 建筑师或设计师

Architect is the person who plans, designs and oversees the construction of buildings. Designer is the person who plans the look or workings of something prior to it being made, by preparing drawings or plans.

12.1.6 设备和材料供应商 Suppliers of Equipment and Materials

供应设备和原材料资源的企业和个人。

12.1.6 Suppliers of Equipment and Materials 设备和材料供应商

Enterprises and individuals that provide equipment and raw material resources.

12.1.7 监管机构 Regulators

检查商业行为是否按照法律或规则执行的机构。

12.1.7 Regulators 监管机构

An organization that checks whether a business is working according to official rules or laws.

12.1.8 金融机构 Financial Institution

提供金融服务的企业，例如银行、保险公司、投资基金。

12.1.8 Financial Institution 金融机构

A company that provides financial services, for example, a bank, an insurance company, or an investment fund.

12.1.9 银行 Bank

通过存款、贷款、汇兑、储蓄等业务，承担信用中介的金融机构。

12.1.9 Bank 银行

A financial institution that serves as a credit intermediary through deposit, loan, exchange and savings.

12.1.10 开发银行 Development Bank

专门为经济开发业务单位提供贷款、承保、投资和担保等各种形式的中期和长期资助的金融机构。

12.1.10 Development Bank 开发银行

A financial institution concerned with providing all types of financial assistance (medium as well as long-term) to business enterprises in the form of loans, underwriting, investment and guarantee.

12.1.11 保险公司 Insurance Company

提供和销售保险的企业。

12.1.11 Insurance Company 保险公司

A company whose business is providing and selling insurance.

12.1.12 投保人 Applicant

与保险人订立保险合同，并按照保险合同负有支付保险费义务的人。

12.1.12 Applicant 投保人

The party who enters into an insurance contract with an insurer and is obligated to pay the premiums under the insurance contract.

12.1.13 联营体 Joint Venture

两个或两个以上当事方为盈利合办的企业。

12.1.13 Joint Venture 联营体

Two or more parties who together undertake a venture for profit.

12.1.14 联合被保险人 Joint Insured

在同一保险合同下，向同一个承保人对同一财产投保两个或两个以上被保险人。

12.1.14 Joint Insured 联合被保险人

Two or more people who insure separate insurable interests in the same property with the same insurer under a single insurance contract.

12.1.15 消费者 Consumers

出于商业、私人或公共目的而购买财产、产品或服务的组织或个人。

12.1.15 Consumers 消费者

An individual or organization that purchases property, products, or services for

commercial, private, or public purposes.

12.1.16 社区　　Community

聚居在一定地域范围内的人们组成的社会生活共同体。

12.1.16 Community　　社区

The social life community composed of people living in a certain region.

12.1.17 工会　　Labor Union

代表在特定行业工人的组织，保护工人的权利，并与雇主讨论工人的工资和工作条件。

12.1.17 Labor Union　　工会

An organization that represents the people who work in a particular industry, protects their rights, and discusses their pay and working conditions with employers.

12.1.18 关键人员　　Key Personnel

在项目管理中具有主要所有权或决策角色的员工。

12.1.18 Key Personnel　　关键人员

An employee with major ownership or decision-making role in project management.

12.2 过程、活动及行为相关术语 Related Terminology of Processes, Activities, and Behaviors

12.2.1 识别相关方　　Identify Stakeholders

定期识别项目相关方，分析和记录他们的利益、参与度、相互依赖性、影响力和对项目成功的潜在影响的过程。

12.2.1 Identify Stakeholders　　识别相关方

The process of identifying project stakeholders regularly and analyzing and documenting relevant information regarding their interests, involvement, interdependencies, influence, and potential impact on project success.

12.2.2 规划相关方参与　　Plan Stakeholder Engagement

根据相关方的需求、期望、利益和对项目的潜在影响，制定项目相关方参与项目的方法的过程。

12.2.2 Plan Stakeholder Engagement　　规划相关方参与

The process of developing approaches to involve project stakeholders based on their needs, expectation, interests, and potential impact on the project.

12.2.3 管理相关方参与　　Manage Stakeholder Engagement

与相关方进行沟通和协作，以满足其需求与期望，处理问题，并促进相关方合理参与的过程。

12.2.3 Manage Stakeholder Engagement　　管理相关方参与

The process of communicating and working with stakeholders to meet their needs and expectations, address issues, and foster appropriate stakeholder engagement involvement.

12.2.4 监督相关方参与　　Monitor Stakeholder Engagement

监督项目相关方关系，并通过修订参与策略和计划来引导相关方合理参与项目的过程。

12.2.4 Monitor Stakeholder Engagement　　监督相关方参与

The process of monitoring project stakeholder relationships and tailoring strategies for engaging stakeholders through the modification of engagement strategies and plans.

12.2.5 确认　　Validation

对产品、服务或成果能够满足客户和其他已识别相关方需求的保证。

12.2.5 Validation　　确认

The assurance that a product, service, or result meets the needs of the customer and other identified stakeholders.

12.2.6 接收后的进入权　　Right of Access after Taking Over

在履约证书颁发后 28 天内，承包商有权按照合理要求进入工程。

12.2.6 Right of Access after Taking Over　　接收后的进入权

Until 28 days after issue of the performance certificate, the contractor shall have the right to access the project works as is reasonably required.

12.2.7 对指定的反对　　Objection to Nomination

承包商反对雇佣指定分包商的行为。

12.2.7 Objection to Nomination　　对指定的反对

A behavior that the contractor against employing a nominated subcontractor.

12.3 方法、工具与文档相关术语 Related Terminology of Methods, Tools, and Documentation

12.3.1 Raci 矩阵　　Raci Chart

责任分配矩阵的一种常见类型，使用执行、负责、咨询和知情等词语来定义相关方在项目活动中的参与状态。

12.3.1 Raci Chart　　Raci 矩阵

A common type of responsibility assignment matrix that uses responsible, accountable, consult, and inform statuses to define the involvement of stakeholders in project activities.

12.3.2 相关方分析　　Stakeholder Analysis

通过系统收集和分析各种定量与定性信息，来确定在整个项目中应该考虑哪些人的利益的一种技术。

12.3.2 Stakeholder Analysis　　相关方分析

A technique of systematically gathering and analyzing quantitative and qualitative information to determine whose interests should be taken into account throughout the project.

12.3.3 相关方参与度评估矩阵　　Stakeholder Engagement Assessment Matrix

将当前与期望的相关方参与程度进行比较的一种矩阵。

12.3.3 Stakeholder Engagement Assessment Matrix　　相关方参与度评估矩阵

A matrix that compares current and desired stakeholder engagement levels.

12.3.4 相关方参与计划　　Stakeholder Engagement Plan

项目管理计划的一个组成部分，为促进相关方有效参与项目或项目集决策和执行而规定所需的策略和行动。

12.3.4 Stakeholder Engagement Plan　　相关方参与计划

A component of the project management plan that identifies the strategies and actions

required to promote productive involvement of stakeholders in project or program decision making and execution.

12.3.5 联营体保证书　　Joint Venture Warranty

联营体向第三方（受益人）以书面形式出具的、凭提交与承诺条件相符的书面索款通知和其他类似单据即行付款的信用保证文件。

12.3.5 Joint Venture Warranty　　联营体保证书

A credit guarantee document issued by the joint venture to a third party (beneficiary) with a written debit notice and other similar documents for bank payment with the terms and conditions of the undertaking.

13 建设项目健康、安全、安保和环境管理术语 Terminology of Construction Project Health, Safety, Security, and Environment Management

13.1 管理对象与要素相关术语 Related Terminology of Management Objects and Elements

13.1.1 健康 Health

一种在身体上，心理上和社会上的完满状态。

13.1.1 Health 健康

A state of complete physical, mental and social well-being.

13.1.2 安全 Safety

人没有受到威胁，没有危险、危害或损失的状态。

13.1.2 Safety 安全

The condition of not being threatened and being safe from undergoing or causing hurt, injury, or loss.

13.1.3 安全指标 Safety Targets

在项目生产活动中，对可能产生的伤亡、损害、破坏和失败等确定的预期。

13.1.3 Safety Targets 安全指标

The desired outcomes of possible casualties, damage, destruction and failure in project production activities

13.1.4 安保 Security

安全保障。

13.1.4 Security 安保

Safety-guarantee.

13.1.5 现场安保 Security of Site

工作现场的安全保障。

13.1.5 Security of Site 现场安保

The safety-guarantee in working areas.

13.1.6 劳动法规 Labor Laws

调整诸如就业、报酬、工作条件、工会以及与劳资关系等事项的法律体系。

13.1.6 Labor Laws 劳动法规

The body of law applied to adjust such matters as employment, remuneration, conditions of work, trade unions, and industrial relations.

13.1.7 失时工伤率 Lost Time Injury Frequency Rate

工作场所每一百万小时发生的工伤损失数量。

13.1.7 Lost Time Injury Frequency Rate 失时工伤率

The number of injuries occurring in a workplace per 1 million hours worked.

13.1.8 可记录工伤率 Total Recordable Injury Frequency Rate

组织内每百万小时需要治疗的受伤人数（不包括死亡人数）。

13.1.8 Total Recordable Injury Frequency Rate　　可记录工伤率

The number of injuries (excluding fatalities) requiring medical treatment per million hours worked within an organization.

13.1.9 严重事故率　　Severity Rate

工伤损失的时间，以每工作 1000 小时损失的总天数计算。

13.1.9 Severity Rate　　严重事故率

The time lost through injuries as calculated in total days lost per 1000 hours worked.

13.1.10 环境　　Environment

组织运行的外部存在，包括空气、水、土地、自然资源、植物、动物、人以及它们的相互关系。

13.1.10 Environment　　环境

The external existence by which one is surrounded, including air, water, land, natural resources, plants, animals, people, and their interrelationships.

13.1.11 安全和环境方案　　Safety and Environmental Plan

旨在防止人身伤害、财产损失，并促进工程项目所有人的健康和福祉的方案。

13.1.11 Safety and Environmental Plan　　安全和环境方案

The plan aimed at preventing personal injury, damage to property and to promote the health and well-being of all persons in the workplace.

13.2 过程、活动及行为相关术语 Related Terminology of Processes, Activities, and Behaviors

13.2.1 安全和环境分区　　Safety and Environmental Area

根据安全和环境状况和活动的内容，对相应地区所做的划分。

13.2.1 Safety and Environmental Area　　安全和环境分区

The area division according to safety and environmental conditions and the content of activities.

13.2.2 安全和环境训练　　Safety and Environmental Training

有计划地通过学习掌握安全和环境知识与技能的过程和手段。

13.2.2 Safety and Environmental Training　　安全和环境训练

The process or method to acquire the safety and environmental knowledge and skills through planned learning.

13.2.3 安全和环境入职培训　　Safety and Environmental Induction Training

公司对每一个初入公司的新员工介绍安全和环境知识，以确保个人能力和知识能够理解与其相关的危险，风险和控制措施。

13.2.3 Safety and Environmental Induction Training　　安全和环境入职培训

The company introduces safety and environmental knowledge to new employees to ensure that the competence and knowledge of individuals can understand the hazards, risks and control measures associated with their work.

13.2.4 安全和环境审计　　Safety and Environmental Audit

评估工程项目合规性的系统、客观的工具。

13.2.4 Safety and Environmental Audit　　安全和环境审计

A systematic, objective tool for assessing regulatory compliance of project.

13.2.5 妨碍治安行为　　Disorderly Conduct

扰乱社会秩序，妨碍公共安全，侵犯公民人身权利，侵犯公民财产等应当受到处罚的行为。

13.2.5 Disorderly conduct　　妨碍治安行为

Acts that disturb social order, impede public safety, infringe upon a citizen's personal rights, or infringe upon a citizen's property, etc., which should be punished.

13.2.6 考古与地质发现　　Archaeological and Geological Discoveries

在工程现场发现的所有化石、硬币、有价值的物品或文物、建筑结构以及其他具有地质或考古价值的遗迹或物品。

13.2.6 Archaeological and Geological Discoveries　　考古与地质发现

All fossils, coins, articles of value or antiquity, and structures and other remains or items of geological or archaeological interest found on the construction site.

13.3 方法、工具与文档相关术语 Related Terminology of Methods, Tools, and Documentation

13.3.1 安全和环境分区标志　　Safety and Environmental Area Sign

用来确定安全和环境分区特征的工具。

13.3.1 Safety and Environmental Area Sign　　安全和环境分区标志

The tool to characterize safety and environment partitions.

13.3.2 HSSE 管理计划　　HSSE Management Plan

项目或项目集管理计划的组成部分，描述如何实施适用的政策、程序和指南以实现健康、安全、安保和环境管理目标。

13.3.2 HSSE Management Plan　　HSSE 管理计划

A component of the project management plan that describes how applicable policies, procedures, and guidelines will be implemented to achieve the health, safety, security and environment objectives.

13.3.3 交通管理计划　　Traffic Management Plan (TMP)

详细说明在道路上开展活动的方式，以便最大限度地减少不便，并帮助确保道路使用者和工人尽可能保持安全。

13.3.3 Traffic Management Plan (TMP)　　交通管理计划

A document that details the way of activities in the road will be carried out to minimize inconvenience and ensure road users and workers remain as safe as possible.

13.3.4 施工许可管理计划　　Construction Permit Management Plan

明确规定施工许可管理预期目标的文件，包括明确定义的职责、时间线和完成项目任务的进度表。

13.3.4 Construction Permit Management Plan　　施工许可管理计划

A document that clearly specifies intended objectives of the construction permit management, including clearly defined responsibilities, timelines, and milestones for

accomplishing project tasks.

13.3.5 废弃物管理计划　　Waste Management Plan

描述如何执行、监督、控制和处理废弃物的文件。

13.3.5 Waste Management Plan　　废弃物管理计划

A document that describes how to execute, monitor, control and dispose waste.

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条文说明

Interpretation of Articles

制订说明

《国际工程建设项目管理术语标准》T/CECS XXX-2021，经中国工程建设标准化协会 2021 年 X 月以第 XXXX 号公告批准发布。

为便于广大设计、施工、科研、学校等单位有关人员在使用本标准时能正确理解和执行条文规定，《国际工程建设项目管理术语标准》编制组按章、节、条顺序编制了本标准的条文说明，对条文规定的目的、依据以及执行中需注意的有关事项进行了说明。但是，本条文说明不具备与标准正文同等的法律效力，仅供使用者作为理解和把握标准规定的参考。

Formulation Statement

The Standard for Terminology of International Engineering Construction Project Management is approved and issued by China Association for Engineering Construction Standardization in announcement No. XXXX in X, 2021.

In order to facilitate the design, construction, scientific research, university, and other entities relevant personnel to correctly understand and execute the provisions when using this standard, the editorial board of The Standard for Terminology of International Engineering Construction Project Management has complied the interpretation of articles of this standard in order of chapters, sections, and articles to explain the purpose and basis of the articles, and related matters that need to be paid attention to in the implementation of the articles. However, the interpretation of articles does not have the same legal effect as the text of this standard. It is only used as a reference for users to understand and grasp the provisions of standards.

1 总 则

1.0.1 本条说明了本标准编制的目的。国际工程建设项目管理术语涉及面广、引用和应用外来语多，对术语理解的不同会引发沟通交流不畅、合同订立和执行受阻等问题。因此，对国际工程项目管理专业术语亟待规范化。

1.0.3 本条说明了国际工程建设项目管理术语标准与其他标准的关系。

1. General Provisions

1.01 This article explains the purpose of the preparation of this standard. International engineering construction project management terminology involves a wide range and with many foreign words quoted and applied in. The different understanding of terminology will cause problems such as poor communication and the obstruction of contract formation and execution. Therefore, it is urgent to standardize the professional terminology of international engineering construction project management.

1.0.3 This article explains the relationship between the Standard for Terminology of International Engineering Construction Project Management and other standards.

2 建设项目管理通用术语 General Terminology of Construction Project Management

2.2.7 工程师 Engineer

可视作在工程专业领域使用科学知识来驾驭技术以解决实际问题，并以此为职业的人。

2.2.7 Engineer 工程师

It is a person who uses scientific knowledge to control technology to solve practical problems in the engineering professional field and takes this as a profession.

2.4.3 预测型生命周期 Predictive Life Cycle

预测型生命周期也称为瀑布型生命周期。

2.4.3 Predictive Life Cycle 预测型生命周期

Predictive life cycles may also be referred to as waterfall life cycles.

2.4.4 适应型生命周期 Adaptive Life Cycle

适应型生命周期也包含迭代和增量的概念，但不同之处在于，迭代很快（通常 2~4 周迭代 1 次），而且所需时间和资源是固定的。

2.4.4 Adaptive Life Cycle 适应型生命周期

Adaptive life cycles are also iterative and incremental, but differ in that iterations are very rapid (usually 2-4 weeks in length) and are fixed in time and resources.

2.4.5 迭代型生命周期 Iterative Life Cycle

在大多数迭代生命周期中，都会制定一个高层级的框架计划以指导整体实施， 但一次只针对一个迭代期制定详细的范围描述。通常，随着当前迭代期的范围和可交付成果的进展，开始规划下一个迭代期的工作。一旦迭代期工作开始，就需要仔细管理该迭代期的工作范围变更。

2.4.5Iterative Life Cycle 迭代型生命周期

In most iterative life cycles, a high-level vision will be developed for the overall undertaking, but the detailed scope is elaborated one iteration at a time. Often the planning for the next iteration is carried out as work progresses on the current iteration's scope and deliverables. Changes to the scope of an iteration are carefully managed once work begins.

2.5.6 合同协议　Contract Agreement

合同自合同协议书规定的日期起全面实施和生效。为签订合同协议书，依法征收的印花税和类似的费用（如果有）应由雇主承担。

2.5.6 Contract Agreement　合同协议

The contract shall come into full force and effect on the date stated in the contract agreement. The costs of stamp duties and similar charges (if any) imposed by law in connection with entry into the contract agreement shall be borne by the employer.

3 建设项目整合管理术语 Terminology of Construction Project Integration Management

3.1.1 项目章程　Project Charter

项目章程记录关于项目和项目预期交付的产品、服务或成果的高层级信息，例如：项目目的；可测量的项目目标和相关的成功标准；高层级需求；高层级项目描述、边界定义以及主要可交付成果；整体项目风险；总体里程碑进度计划；预先批准的财务资源；关键相关方名单；项目审批要求（例如，用什么标准评价项目成功，由谁对项目成功下结论，由谁来签署项目结束）；项目退出标准（例如，在何种条件下才能关闭或取消项目或阶段）；委派的项目经理及其职责和职权；发起人或其他批准项目章程的人员的姓名和职权。

3.1.1 Project Charter　项目章程

Project charter documents the high-level information on the project and on the product, service, or result the project is intended to satisfy, such as: Project purpose; Measurable project objectives and related success criteria; High-level requirements; High-level project description, boundaries, and key deliverables; Overall project risk; Summary milestone schedule; Preapproved financial resources; Key stakeholder list; Project approval requirements (i.e., what constitutes project success, who decides the project is successful, and who signs off on the project); Project exit criteria (i.e., what are the conditions to be met in order to close or to cancel the project or phase); Assigned project manager, responsibility, and authority level; Name and authority of the sponsor or other person(s) authorizing the project charter.

3.2.1 制定项目管理计划　Develop Project Management Plan

制定项目管理计划的主要作用是，生成一份综合文件，用于确定所有项目工作的基础及其执行方式。本过程仅开展一次或仅在项目的预定义点开展。

3.2.1 Develop Project Management Plan　制定项目管理计划

The key benefit of develop project management plan is the production of a comprehensive document that defines the basis of all project work and how the work will be performed. This process is performed once or at predefined points in the project.

3.2.6 变更程序　Variation Procedure

如果雇主在发出变更指示前要求承包商提出一份建议书，承包商应尽快做出书面回应，或提出他不能照办的理由(如果情况如此)。

3.2.6 Variation Procedure　变更程序

If the Employer requests a proposal, prior to instructing a Variation, the Contractor shall respond in writing as soon as practicable, either by giving reasons why he cannot comply (if this is the case).

3.2.9 实施整体变更控制　Perform Integrated Change Control

实施整体变更控制审查对项目文件、可交付成果或项目管理计划的所有变更请求，并决定对变更请求的处置方案。本过程的主要作用是确保对项目中已记录在案的变更做综合评审。如果不考虑变更对整体项目目标或计划的影响就开展变更，往往会加剧整体项目风险。

3.2.9 Perform Integrated Change Control　实施整体变更控制

Perform integrated change control reviews all requests for changes to project documents, deliverables, or the project management plan and determines the resolution of the change requests. The key benefit of this process is that it allows for documented changes within the project to be considered in an integrated manner while addressing overall project risk, which often arises from changes made without consideration of the overall project objectives or plans.

3.2.14 项目收尾　　Project Closing

一般包括合同收尾和管理收尾。

3.2.14 Project Closing　项目收尾

Including contract closure and management closure.

4 建设项目范围管理术语 Terminology of Construction Project Scope Management

4.1.1 项目范围 Project Scope

项目范围有时也包括产品范围。

4.1.1 Project Scope　项目范围

The term “project scope” is sometimes viewed as including product scope.

4.1.2 范围基准　　Scope Baseline

范围基准是项目管理计划的组成部分，包括：项目范围说明书、WBS、工作包、规划包、WBS 词典。

4.1.2 Scope Baseline　　范围基准

Scope baseline is a component of the project management plan. Components of the scope baseline include: project scope statement, WBS, work package, planning package, and WBS dictionary.

4.2.1 规划范围管理　　Plan Scope Management

规范范围管理的主要作用是，在整个项目期间对如何管理范围提供指南和方向。本过程仅开展一次或仅在项目的预定义点开展。

4.2.1 Plan Scope Management 规划范围管理

The key benefit of plan scope management is that it provides guidance and direction on how scope will be managed throughout the project. This process is performed once or at predefined points in the project.

4.2.2 收集需求　　Collect Requirements

收集需求的主要作用是，为定义产品范围和项目范围奠定基础，且仅开展一次或仅在项目的预定义点开展。

4.2.2 Collect Requirements　　收集需求

The key benefit of collect requirements is that it provides the basis for defining the product scope and project scope. This process is performed once or at predefined points in the project.

4.2.3 定义范围　　Define Scope

定义范围的主要作用是，描述产品、服务或成果的边界和验收标准。

4.2.3 Define Scope　　定义范围

The key benefit of define scope is that it describes the product, service, or result boundaries and acceptance criteria.

4.2.4 确认范围　　Validate Scope

确认范围的主要作用是，使验收过程具有客观性；同时通过确认每个可交付成果，来提高最终产品、服务或成果获得验收的可能性。本过程应根据需要在整个项目期间定期开展。

4.2.4 Validate Scope　　确认范围

The key benefit of validate scope is that it brings objectivity to the acceptance process and increases the probability of final product, service, or result acceptance by validating each deliverable. This process is performed periodically throughout the project as needed.

4.2.5 控制范围　　Control Scope

控制范围的主要作用是，在整个项目期间保持对范围基准的维护，且需要在整个项目期间开展。

4.2.5 Control Scope　　控制范围

The key benefit of control scope is that the scope baseline is maintained throughout the project. This process is performed throughout the project.

4.3.1 范围管理计划　Scope Management Plan

根据项目需要，范围管理计划可以是正式或非正式的，非常详细或高度概括的。

4.3.1 Scope Management Plan　范围管理计划

The scope management plan can be formal or informal, broadly framed or highly detailed, based on the needs of the project.

4.3.2 项目范围说明书 Project Scope Statement

它记录了整个范围，包括项目和产品范围；详细描述了项目的可交付成果；还代表项目相关方之间就项目范围所达成的共识。为便于管理相关方的期望，项目范围说明书可明确指出哪些工作不属于本项目范围。

4.3.2 Project Scope Statement　项目范围说明书

The project scope statement documents the entire scope, including project and product scope. It describes the project's deliverables in detail. It also provides a common understanding of the project scope among project stakeholders. It may contain explicit scope exclusions that can assist in managing stakeholder expectations.

4.3.4 系统交互图　　Context Diagrams

显示了业务系统的输入、输入提供者、业务系统的输出和输出接收者。

4.3.4 Context Diagrams　系统交互图

Context diagrams show inputs to the business system, the actor(s) providing the input, the outputs from the business system, and the actor(s) receiving the output.

4.3.6 工作分解结构　Work Breakdown Structure

每向下分解一层，代表对项目工作更详细的定义。

4.3.6 Work Breakdown Structure　工作分解结构

Each descending level of the WBS represents an increasingly detailed definition of the project work.

5 建设项目进度管理术语 Terminology of Construction Project Schedule Management

5.1.10　关键路径　　Critical Path

一个项目可以有多个的关键路径。它们共同决定了项目的工期。

5.1.10　Critical Path　　关键路径

There can be multiple critical paths of a project, and they all decide the duration of the project.

5.1.11 关键路径活动　Critical Path Activity

当项目进度计划改变，关键路径活动也会改变。

5.1.11 Critical Path Activity　　关键路径活动

Critical path activity will change when a project schedule changes.

5.1.13 进度偏差　　Schedule Variance (SV)

当进度偏差大于 1，表示进度提前，即实际进度比计划进度快；当进度偏差小于 1 时，表示进度延误，即实际进度比计划进度慢。

5.1.13　Schedule Variance (SV)　　进度偏差

SV>1 means the actual construction progress is ahead of schedule. SV<1 means the actual construction progress is behind schedule.

5.1.14 进度数据　　Schedule Data

包括活动开始时间、持续时间等信息。

5.1.14　Schedule Data　　进度数据

The schedule data includes start time, duration and other data of construction activities.

5.1.15 进度绩效指数　　Schedule Performance Index (SPI)

当进度绩效指数大于 1，表示进度提前，即实际进度比计划进度快；当进度绩效指数小于 1 时，表示进度延误，即实际进度比计划进度慢。

5.1.15 Schedule Performance Index (SPI)　　进度绩效指数

SPI>1 means the actual construction progress is ahead of schedule. SPI<1 means the actual construction progress is behind schedule.

5.1.16 进度基准　　Schedule Baseline

进度基准的制定需要基于项目管理人员对进度的合理预测。

5.1.16　Schedule Baseline　　进度基准

The schedule baseline needs to be made based on careful estimates of project duration by project managers.

5.1.19 进场路线　Access Route

承包商应被认为已彻底搞清了他选用的进场路线的适宜性与可用性。承包商（就双方之间而言）应负责进场路线的维护。承包商应提供他认为对引导其职员、劳工及其他人员进场所必需的任何标志或方向指示。承包商应为使用此类进场路线、标志和方向指示取得有关部门的批准。

5.1.19 Access Route　进场路线

The contractor shall be deemed to have been satisfied, at the base date, as to the suitability and availability of the access routes to the site. The contractor shall take all necessary measures to prevent any road or bridge from being damaged by the contractor's traffic or by the contractor's personnel. These measures shall include the proper use of appropriate vehicles (conforming to legal load and width limits (if any) and any other restrictions) and routes.

5.2.12 强制性依赖关系 Mandatory Dependencies

也称硬逻辑关系或硬依赖关系。例如，在建筑项目中，只有地基建完才能进行地面结构设计。

5.2.12　Mandatory Dependencies 强制性依赖关系

Also referred to hard logic or hard dependencies. For example, on a construction project, it is impossible to erect the superstructure until after the foundation has been built.

5.2.13 选择性依赖关系 Discretionary Dependency

例如，根据普遍公认的最佳实践，在建造期间，应先完成卫生管道工程，才能开始电气工程。

5.2.13 Discretionary Dependency 选择性依赖关系

For example, generally accepted best practices recommend that during construction, the electrical work should start after finishing plumbing work.

5.3.12 自由浮动时间　　Free Float

活动在自由浮动时间内推迟不影响项目工期。

5.3.12 Free Float　　自由浮动时间

Delay within free float of a activity does not affect the project duration.

5.4.1 规划进度管理　　Plan Schedule Management

规划进度管理的主要作用是，为如何在整个项目期间管理项目进度提供指南和方向。本过程仅开展一次或仅在项目的预定义点开展。

5.4.1 Plan Schedule Management　规划进度管理

The key benefit of plan schedule management is that it provides guidance and direction on how the project schedule will be managed throughout the project. This process is performed once or at predefined points in the project.

5.4.3 估算活动持续时间　　Estimate Activity Durations

估算活动持续时间的主要作用是，确定完成每个活动所需花费的时间量。本过程需要在整个项目期间开展。

5.4.3 Estimate Activity Durations　　估算活动持续时间

The key benefit of estimate activity durations is that it provides the amount of time each activity will take to complete. This process is performed throughout the project.

5.4.4 排列活动顺序 Sequence Activities

排列活动顺序的主要作用是定义工作之间的逻辑顺序，以便在既定的所有项目制约因素下获得最高的效率。本过程需要在整个项目期间开展。

5.4.4 Sequence Activities 排列活动顺序

The key benefit of sequence activities is that it defines the logical sequence of work to obtain the greatest efficiency given all project constraints. This process is performed throughout the project.

5.4.6 控制进度 Control Schedule

该过程需要在整个项目过程中开展，通过判断项目的当前进度状态、对引起进度变更的因素施加影响、重新考虑必要的进度储备、判断项目进度是否已经发生变化、在变更实际发生时对其进行管理这几个步骤对整个项目的进度基准进行维护。

5.4.6 Control Schedule 控制进度

The process is performed throughout the project. The schedule baseline is maintained throughout the project according to determining the current status of the project schedule, influencing the factors that create schedule changes, reconsidering necessary schedule reserves, determining if the project schedule has changed and managing the actual changes as they occur.

5.4.8 开工 Commencement of Works

工程师应至少提前 7 天通知承包商开工日期。除非专用条件中另有说明，开工日期应在承包商接到中标函后的 42 天内。承包商应在开工日期后合理可行的情况下尽快开始实施工程，随后应迅速且毫不拖延地进行施工。

5.4.8 Commencement of Works 工程的开工

The engineer should notify the contractor of the start date at least 7 days in advance. Unless otherwise stated in the special conditions, the commencement date shall be within 42 days after the contractor receives the bid winning letter. The contractor shall start the construction as soon as reasonably practicable after the commencement date, and then shall carry out the construction quickly and without delay.

5.4.9 工程暂停 Suspension of Work

工程师可随时指示承包商暂停进行部分或全部工程。暂停期间，承包商应保护、保管以及保障该部分或全部工程免遭任何损蚀、损失或损害。工程师还应通知停工原因。

如无额外申请，工程暂停一般最长只有 84 天。

5.4.9 Suspension of work 工程暂停

The engineer may at any time instruct the contractor to suspend progress of part or all of the works. During such suspension, the contractor shall protect, store and secure such part or the works against any deterioration, loss or damage. The engineer may also notify the cause for the suspension.

Without extra applications, the suspension of work only has 84 days.

5.5.4 项目进度网络图 Project Schedule Network Diagrams

项目进度网络图可手工或借助项目管理软件来绘制，可包括项目的全部细节，也可只列出一项或多项概括性活动。项目进度网络图应附有简要文字描述，说明活动排序所使用的基本方法。

5.5.4 Project Schedule Network Diagrams 项目进度网络图

A project schedule network diagram is produced manually or by using project management software. It can include full project details, or have one or more summary

activities. A summary narrative can accompany the diagram and describe the basic approach used to sequence the activities.

5.5.10 进度压缩　　Schedule Compression

进度压缩不包括项目的目标减少和变更。

5.5.10 Schedule Compression　　进度压缩

Schedule compression does not include reduction and change of project goals.

5.5.12 快速跟进 Fast Tracking

例如，在建筑图纸还未全部完成就进行地基的建设，这种进度压缩技术可能带来质量和成本风险，只适用于通过并行活动来缩短关键路径上的项目工期的情况。

5.5.12 Fast Tracking 快速跟进

An example is constructing the foundation before completing all of the architectural drawings. This schedule compression technique may result in the quality and cost risks, only working when activities can be overlapped to shorten the project duration on the critical path.

5.5.13 逆推法 Backward Pass

沿进度网络进行计算出所有活动的最早开始、最早完成、最晚开始、最晚完成时间。

5.5.13　Backward Pass 逆推法

Calculating the early start, early finish, late start and late finish for all activities following the progress network.

5.5.17 进度计划 Programme

项目进度计划是进度模型的输出，为各个相互关联的活动标注了计划日期、持续时间、里程碑和所需资源。项目进度计划可以是概括（有时称为主进度计划或里程碑进度计划）的也可以是详细的，虽然项目进度计划可用列表形式表示，但图形方式更为常见，例如采用横道图、里程碑图、项目进度网络图等图形方式来呈现。

承包商需要在收到通知的 28 天内向工程师提交的详细施工进度计划，具体内容包括（a）承包商计划实施施工活动的次序，（b）业主要求中规定的审查、提交、批准和统一的期限，（c）合同中规定的检查和测试的时间和顺序，以及（d）一份包含施工方法的描述和人工机械的配置情况的支撑报告。

5.5.17 Project Schedule 项目进度计划

The project schedule is an output of a schedule model that presents linked activities with planned dates, durations, milestones, and resources. The project schedule may be presented in summary form, sometimes referred to as the master schedule or milestone schedule, or presented in detail. Although a project schedule model can be presented in tabular form, it is more often presented graphically such as using bar charts, milestone charts and project schedule network diagrams.

A detailed time programme the contractor shall submit to the engineer within 28 days after receiving the notice. Each programme shall include (a) the order in which the contractor intends to carry out the works, (b) the periods for reviews, submissions, approvals and consents specified in the employer’s requirements, (c) the sequence and timing of inspections and tests specified in the contract, and (d) a supporting report which includes a general description of the methods to execute the works, and a reasonable estimate of the number of contractor’s personnel and equipment.

5.5.23 竣工报表　statement at completion

在颁发工程移交证书后 84 天内，承包商应向雇主代表提交按其批准的格式编制的竣工报表一式 6 份，并附证明文件，详细说明以下内容：

（a）到该移交证书注明的日期为止，根据合同所完成的所有工作的价值；

（b）承包商认为应进一步支付给他的任何款项；

（c）承包商认为根据合同将应支付给他的估算款额。

5.5.23 Statement at completion　竣工报表

Within 84 days after receiving the taking-over certificate for the works, the contractor shall submit to the engineer six copies of a Statement at completion with supporting documents, showing:

(a) the value of all work done in accordance with the contract up to the date stated in the taking-over certificate for the works;

(b) any further sums which the contractor considers to be due;

(c) an estimate of any other amounts which the contractor considers will become due to him under the contract.

6 建设项目成本管理术语 Terminology of Construction Project Cost Management

6.1.4 成本绩效指数　　Cost Performance Index (CPI)

成本绩效指数是最关键的挣值分析指标，用来测量已完成工作的成本效率。当成本绩效指数小于 1.0 时，说明已完成工作的成本超支；当成本绩效指数大于 1.0 时，则说明到目前为止成本有结余。

6.1.4 Cost Performance Index (CPI)　　成本绩效指数

Cost Performance Index is considered the most critical Earned value analysis (EVA) metric and measures the cost efficiency for the work completed. A CPI value of less than 1.0 indicates a cost overrun for work completed. A CPI value greater than 1.0 indicates a cost underrun of performance to date.

6.1.6 成本偏差　　Cost Variance (CV)

成本偏差是在某个给定时点的预算亏空或盈余量，表示为挣值与实际成本之差。它是测量项目成本绩效的一种指标，等于挣值减去实际成本。项目结束时的成本偏差，就是完工预算与实际成本之间的差值。

6.1.6 Cost Variance (CV)　　成本偏差

Cost variance is the amount of budget deficit or surplus at a given point in time, expressed as the difference between earned value and the actual cost. It is a measure of cost performance on a project. It is equal to the earned value (EV) minus the actual cost (AC). The cost variance at the end of the project will be the difference between the budget at completion (BAC) and the actual amount spent.

6.1.15 应急储备　　Contingency Reserve

应急储备是包含在成本基准内的一部分预算，用来应对已识别的风险；应急储备还通常是预算的一部分，用来应对那些会影响项目的“已知 — 未知”风险。例如，可以预知有些项目可交付成果需要返工，却不知道返工的工作量是多少。可以预留应急储备来应对这些未知数量的返工工作。小至某个具体活动，大到整个项目，任何层级都可有

其应急储备。应急储备可取成本估算值的某一百分比、某个固定值，或者通过定量分析来确定。

6.1.15 Contingency Reserve　　应急储备

Contingency reserve is the budget within the cost baseline that is allocated for identified risks. Contingency reserve is often viewed as the part of the budget intended to address the known-unknowns that can affect a project. For example, rework for some project deliverables could be anticipated, while the amount of this rework is unknown. Contingency reserve may be estimated to account for this unknown amount of rework. Contingency reserve can be provided at any level from the specific activity to the entire project. The contingency reserve may be a percentage of the estimated cost, a fixed number, or may be developed by using quantitative analysis methods.

6.1.19 履约保证金 Performance Security

承包商应获得合同资料中规定的金额的履约保函，以合同货币或业主可接受的自由兑换货币计价。如果合同资料中没有规定金额，则本款不适用。

6.1.19 Performance Security 履约保证金

The contractor shall obtain a performance security for proper performance, in the amount stated in the contract data and denominated in the currency(ies) of the contract or in a freely convertible currency acceptable to the employer. If an amount is not stated in the contract data, this sub-clause shall not apply.

6.1.22 误期损害赔偿费　Delay Damages

误期损害赔偿费是指投标函附录中注明的金额，即自相应的竣工时间起至接收证书注明的日期止的每日支付。但全部应付款额不应超过投标函附录中规定的误期损失的最高限额（如有时）。除工程竣工之前由于雇主原因发生终止事件的情况之外，此误期损害赔偿费是由于承包商违约所应支付的唯一损失费。此损失费并不解除承包商完成工程的义务或合同规定的其他职责、义务或责任。

6.1.22 Delay Damages　误期损害赔偿费

Delay damages shall be the sum stated in the contract data, which shall be paid for every day which shall elapse between the relevant time for completion and the date stated in the taking-over certificate. However, the total amount due under this sub-clause shall not exceed the maximum amount of delay damages (if any) stated in the contract data. These delay damages shall be the only damages due from the contractor for such default, other than in the event of termination due to the employer prior to completion of the works. These damages shall not relieve the contractor from his obligation to complete the works, or from any other duties, obligations or responsibilities which he may have under the contract.

6.1.23 矿区使用费　Royalties

除非规范中另有规定，承包商应为下列各项支付所有矿区使用费、租金或其他费用：

(a) 从现场外获得的原材料；以及

(b) 对拆除及开挖的材料和其他剩余材料（无论是天然的或合成的），但不包括合同中规定的现场内的弃土区。

6.1.23 Royalties　矿区使用费

Unless otherwise stated in the specification, the contractor shall pay all royalties, rents and other payments for:

(a) natural materials obtained from outside the site;

(b) the disposal of material from demolitions and excavations and of other surplus material (whether natural or man-made), except to the extent that disposal areas within the site are specified in the contract.

6.2.1 规划成本管理　　Plan Cost Management

规划成本管理的主要作用是，在整个项目期间为如何管理项目成本提供指南和方向。本过程仅开展一次或仅在项目的预定义点开展。

6.2.1 Plan Cost Management　　规划成本管理

The key benefit of plan cost management is that it provides guidance and direction on how the project costs will be managed throughout the project. This process is performed once or at predefined points in the project.

6.2.2 制定预算　　Determine Budget

制定预算的主要作用是，确定可据以监督和控制项目绩效的成本基准。本过程仅开展一次或仅在项目的预定义点开展。

6.2.2 Determine Budget　　制定预算

The key benefit of determine budget is that it determines the cost baseline against which project performance can be monitored and controlled. This process is performed once or at predefined points in the project.

6.2.5 估算成本　　Estimate Costs

估算成本的主要作用是，确定项目所需的资金。本过程应根据需要在整个项目期间定期开展。

6.2.5 Estimate Costs　　估算成本

The key benefit of estimate costs is that it determines the monetary resources required for the project. This process is performed periodically throughout the project as needed.

6.2.10 控制成本　　Control Costs

控制成本的主要作用是，在整个项目期间保持对成本基准的维护。本过程需要在整个项目期间开展。

6.2.10 Control Costs　　控制成本

The key benefit of control costs is that the cost baseline is maintained throughout the project. This process is performed throughout the project.

6.2.14 延误的付款 Delayed Payment

如果承包商没有按照合同[付款]条款的规定收到付款，承包商应有权收取延误期内未付金额每月复利的融资费用。这一期限应视为从合同[支付]条款规定的支付日期开始，而不论任何期中支付证书的签发日期。

6.2.14 Delayed Payment 延误的付款

If the Contractor does not receive payment in accordance with the terms of the contract [Payment], the contractor shall be entitled to receive financing charges compounded monthly on the amount unpaid during the period of delay. This period shall be deemed to commence on the date for payment specified in the terms of the contract [Payment] and ignore the date on which any interim payment certificate is issued.

6.3.2 类比估算　　Analogous Estimating

类比估算以过去类似项目的参数值（如持续时间、预算、规模、重量和复杂性等）为基础，来估算未来项目的同类参数或指标。相对于其他估算技术，类比估算通常成本较低、耗时较少，但准确性也较低。类比估算可以针对整个项目或项目中的某个部分进行，或可以与其他估算方法联合使用。如果以往活动是本质上而不是表面上类似，并且从事估算的项目团队成员具备必要的专业知识，那么类比估算就最为可靠。

6.3.2 Analogous Estimating　　类比估算

Analogous estimating uses parameters from a previous, similar project, such as duration, budget, size, weight, and complexity, as the basis for estimating the same parameter or measure for a future project. Analogous estimating is generally less costly and less time-consuming than other techniques, but it is also less accurate. Analogous duration estimates can be applied to a total project or to segments of a project and may be used in conjunction with other estimating methods. Analogous estimating is most reliable when the previous activities are similar in fact and not just in appearance, and the project team members preparing the estimates have the needed expertise.

6.3.4 成本效益分析　　Cost-Benefit Analysis

成本效益分析是用来估算备选方案优势和劣势的财务分析工具，以确定可以创造最佳效益的备选方案。成本效益分析可帮助项目经理确定规划的质量活动是否有效利用了成本。达到质量要求的主要效益包括减少返工、提高生产率、降低成本、提升相关方满意度及提升赢利能力。

6.3.4 Cost-Benefit Analysis　　成本效益分析

A cost-benefit analysis is a financial analysis tool used to estimate the strengths and weaknesses of alternatives in order to determine the best alternative in terms of benefits provided. A cost benefit analysis will help the project manager determine if the planned quality activities are cost effective. The primary benefits of meeting quality requirements include less rework, higher productivity, lower costs, increased stakeholder satisfaction, and increased profitability.

6.3.12 预付款保函　　Advance Payment Guarantee

投标人在中标后签订的合同中规定，承包人委托银行向业主出具的由业主按合同规定向承包人支付一笔工程预付款，及时用于实施项目的保证函件。担保银行应为业主所接受。如承包人不履约，业主可凭保函向担保银行索赔。

6.3.12 Advance Payment Guarantee　　预付款保函

The contractor requires the bank to issue a credit letter to the owner to ensure that the advance payment for the project paid by the owner is used for the implementation of the project. In the contract signed by the bidder after winning the bid, it is stipulated that the contractor entrusts the bank to issue to the owner a letter of guarantee that the owner will pay the contractor a project advance payment in accordance with the contract provisions for timely use of the project. The guarantee bank should be accepted by the owner. If the contractor fails to perform the contract, the owner can claim against the guarantee bank with the letter of guarantee.

6.3.15 付款证据 Evidence of Payments

在颁发一份包括支付给指定分包商的款额的支付证书之前，工程师要求承包商提供的合理证据，证明按以前的支付证书已向指定分包商支付了所有应支付的款额（适当地扣除保留金或其他）。

6.3.15 Evidence of Payments 付款证据

Before issuing a payment certificate which includes an amount payable to a nominated subcontractor, the engineer may request the contractor to supply reasonable evidence that the nominated subcontractor has received all amounts due in accordance with previous payment certificates, less applicable deductions for retention or otherwise.

6.3.17 期中支付证书 Interim Payment Certificate

期中支付证书不包括最终支付证书。

6.3.17 Interim Payment Certificate 期中支付证书

Interim payment certificate does not include final payment certificate.

6.3.19 结清单 discharge

结清单可注明，只有在全部未支付的余额得到支付且履约保证退还给承包商当日起，该结清单才能生效。

6.3.19 Discharge 结清单

Discharge may state that it becomes effective when the contractor has received the performance security and the outstanding balance of this total, in which event the discharge shall be effective on such date.

6.4.10 计日工 Daywork

对于数量少或偶然进行的零散工作，工程师可以指示规定在计日工的基础上实验任何变更。对于此类工作应类工作应按合同中包括的计日工报表中的规定进行估价，并采用下述程序。

6.4.10 Daywork 计日工

For work of a minor or incidental nature, the engineer may instruct that a variation shall be executed on a daywork basis. The work shall then be valued in accordance with the daywork schedule included in the contract, and the following procedure shall apply.

7 建设项目质量管理术语 Terminology of Construction Project Quality Management

7.1.8 失败成本 Failure Costs

失败成本通常分为内部（项目团队发现的）和外部（客户发现的）两类。失败成本也称为劣质成本。

7.1.8 Failure Costs 失败成本

Failure costs are often categorized into internal (found by the project team) and external (found by the customer). Failure costs are also called the cost of poor quality.

7.1.9 质量测量指标 Quality Metrics

质量测量指标的例子包括按时完成的任务的百分比、以 CPI 测量的成本绩效、故障率、识别的日缺陷数量、每月总停机时间、每个代码行的错误、客户满意度分数，以及测试计划所涵盖的需求的百分比（即测试覆盖度）。

7.1.9 Quality Metrics 质量测量指标

Some examples of quality metrics include percentage of tasks completed on time, cost performance measured by CPI, failure rate, number of defects identified per day, total downtime per month, errors found per line of code, customer satisfaction scores, and percentage of requirements covered by the test plan as a measure of test coverage.

7.1.11 质量控制测量结果　　Quality Control Measurements

质量控制测量结果用于分析和评估项目过程和可交付成果的质量是否符合执行组织的标准或特定要求。质量控制测量结果也有助于分析这些测量结果的产生过程，以确定实际测量结果的正确程度。

7.1.11 Quality Control Measurements　　质量控制测量结果

Quality control measurements are used to analyze and evaluate the quality of the processes and deliverables of the project against the standards of the performing organization or the requirements specified. Quality control measurements can also compare the processes used to create the measurements and validate actual measurements to determine their level of correctness.

7.2.1 管理质量　　Manage Quality

管理质量的主要作用是，提高实现质量目标的可能性，以及识别无效过程和导致质量低劣的原因。管理质量使用控制质量过程的数据和结果向相关方展示项目的总体质量状态。本过程需要在整个项目期间开展。

7.2.1 Manage Quality　　管理质量

The key benefits of manage quality are that it increases the probability of meeting the quality objectives as well as identifying ineffective processes and causes of poor quality. Manage Quality uses the data and results from the control quality process to reflect the overall quality status of the project to the stakeholders. This process is performed throughout the project.

7.2.2 控制质量　　Control Quality

控制质量的主要作用是，核实项目可交付成果和工作已经达到主要相关方的质量要求，可供最终验收。控制质量过程确定项目输出是否达到预期目的，这些输出需要满足所有适用标准、要求、法规和规范。本过程需要在整个项目期间开展。

7.2.2 Control Quality　　控制质量

The key benefit of control quality is verifying that project deliverables and work meet the requirements specified by key stakeholders for final acceptance. The Control Quality process determines if the project outputs do what they were intended to do. Those outputs need to comply with all applicable standards, requirements, regulations, and specifications. This process is performed throughout the project.

7.2.14 质量审计　　Quality Audits

质量审计还可确认已批准的变更请求（包括更新、纠正措施、缺陷补救和预防措施）的实施情况。质量审计通常由项目外部的团队开展，如组织内部审计部门、项目管理办公室(PMO)或组织外部的审计师。

7.2.14 Quality Audits　　质量审计

Quality audits can confirm the implementation of approved change requests including updates, corrective actions, defect repairs, and preventive actions. A quality audit is usually

conducted by a team external to the project, such as the organization's internal audit department, PMO, or by an auditor external to the organization.

7.2.17 测试/产品评估　　Testing/Product Evaluations

测试的目的是找出产品或服务中存在的错误、缺陷、漏洞或其他不合规问题。用于评估各项需求的测试的类型、数量和程度是项目质量计划的一部分，具体取决于项目的性质、时间、预算或其他制约因素。测试可以贯穿于整个项目，可以随着项目的不同组成部分变得可用时进行，也可以在项目结束（即交付最终可交付成果）时进行。

7.2.17 Testing/Product Evaluations　　测试/产品评估

The intent of testing is to find errors, defects, bugs, or other nonconformance problems in the product or service. The type, amount, and extent of tests needed to evaluate each requirement are part of the project quality plan and depend on the nature of the project, time, budget, and other constraints. Tests can be performed throughout the project, as different components of the project become available, and at the end of the project on the final deliverables.

7.3.1 质量管理计划　　Quality Management Plan

质量管理计划描述了项目管理团队为实现一系列项目质量目标所需的活动和资源，它可以是正式的或非正式的，非常详细或高度概括的，其风格与详细程度取决于项目的具体需要，应在项目早期就对其进行评审，以确保决策是基于准确信息的。

7.3.1 Quality Management Plan　　质量管理计划

The quality management plan describes the activities and resources necessary for the project management team to achieve the quality objectives set for the project. It may be formal or informal, detailed, or broadly framed. The style and detail of the quality management plan are determined by the requirements of the project. It should be reviewed early in the project to ensure that decisions are based on accurate information.

8 建设项目资源管理术语 Terminology of Construction Project Resource Management

8.1.2 资源分解结构　　Resource Breakdown Structure

资源分解结构是按资源类别和类型，对团队和实物资源的层级列表，用于规划、管理和控制项目工作。每向下一个层次都代表对资源的更详细描述，直到信息细到可以与工作分解结构（WBS）相结合，用来规划和监控项目工作。

8.1.2 Resource Breakdown Structure　　资源分解结构

The resource breakdown structure is a hierarchical list of team and physical resources related by category and resource type that is used for planning, managing and controlling project work. Each descending (lower) level represents an increasingly detailed description of the resource until the information is small enough to be used in conjunction with the work breakdown structure (WBS) to allow the work to be planned, monitored, and controlled.

8.1.5 领导力　　Leadership

成功的项目需要强有力的领导技能，领导力是领导团队、激励团队做好本质工作的能力。它包括各种不同的技巧、能力和行动。且领导力在项目生命周期中的所有阶段都很重要。领导力对沟通愿景及鼓舞项目团队高效工作十分重要。

8.1.5 Leadership　　领导力

Successful projects require leaders with strong leadership skills. Leadership is the ability to lead a team and inspire them to do their jobs well. It encompasses a wide range of skills, abilities and actions. Leadership is important through all phases of the project life cycle. It is especially important to communicate the vision and inspire the project team to achieve high performance.

8.1.6 虚拟团队　　Virtual Teams

虚拟团队管理有独特的优势，例如能够利用项目团队的专业技术，即使相应的专家不在同一地理区域；将在家办公的员工纳入团队；以及将行动不便者或残疾人纳入团队。而虚拟团队管理面临的挑战主要在于沟通，包括可能产生孤立感、团队成员之间难以分享知识和经验、难以跟进进度和生产率，以及可能存在时区和文化差异。

8.1.6 Virtual Teams　　虚拟团队

Managing virtual teams has unique advantages, such as being able to use special expertise on a project team even when the expert is not in the same geographic area, incorporating employees who work from home offices, and including people with mobility limitations or disabilities. The challenges of managing virtual teams are mainly in the communication domain, including a possible feeling of isolation, gaps in sharing knowledge and experience between team members, and difficulties in tracking progress and productivity, possible time zone difference and cultural differences.

8.1.13 业主提供的材料　　Employer's Free-Issue Materials

业主按照合同规定的时间和地点供应这些材料，并自行承担相关风险和费用。随后，承包商应对业主提供的材料进行目视检查，并对材料进行照管、监护和控制。

8.1.13 Employer's Free-Issue Materials　　业主提供的材料

The employer shall, at his risk and cost, provide these materials at the time and place specified in the contractor. The contractor shall visually inspect them and then the free-issue materials shall come under the care, custody and control of the contractor.

8.2.1 规划资源管理　　Plan Resource Management

规划资源管理的主要作用是根据项目类型和复杂程度确定适用于项目资源的管理方法和管理程度。本过程仅开展一次或仅在项目的预定义点开展。

8.2.1 Plan Resource Management　　规划资源管理

The key benefit of plan resource management is that it establishes the approach and level of management effort needed for managing project resources based on the type and complexity of the project. This process is performed once or at predefined points in the project.

8.2.3 估算活动资源　　Estimate Activity Resources

估算活动资源的主要作用是，明确完成项目所需的资源种类、数量和特性。本过程应根据需要在整个项目期间定期开展。

8.2.3 Estimate Activity Resources　　估算活动资源

The key benefit of estimate activity resources is that it identifies the type, quantity, and characteristics of resources required to complete the project. This process is performed periodically throughout the project as needed.

8.2.5 获取资源　　Acquire Resources

获取资源的主要作用是，概述和指导资源的选择，并将其分配给相应的活动。本过程应根据需要在整个项目期间定期开展。

8.2.5 Acquire Resources　　获取资源

The key benefit of acquire resources is that it outlines and guides the selection of resources and assigns them to their respective activities. This process is performed periodically throughout the project as needed.

8.2.6 控制资源　　Control Resources

控制资源的主要作用是，确保所分配的资源适时适地可用于项目，且在不再需要时被释放。本过程需要在整个项目期间开展。

8.2.6 Control Resource　　控制资源

The key benefit of control resource is ensuring that the assigned resources are available to the project at the right time and in the right place and are released when no longer needed. This process is performed throughout the project.

8.2.7 预分派　Pre-Assignment

预分派可在下列情况下发生：在竞标过程中承诺分派特定人员进行项目工作；项目取决于特定人员的专有技能；在完成资源管理计划的前期工作之前，制定项目章程过程或其他过程已经指定了某些团队成员的工作分派。

8.2.7 Pre-Assignment　预分派

Pre-assignment can occur if the project is the result of specific resources being identified as part of a competitive proposal or if the project is dependent upon the expertise of particular persons. Pre-assignment might also include the team members who have already been assigned in develop project charter process or other processes before the initial resource management plan has been completed.

8.3.4 项目组织图　　Project Organization Charts

基于项目的需要，项目组织图可以是正式或非正式的，非常详细或高度概括的。

8.3.4 Project Organization Charts　　项目组织图

Project organization charts can be formal or informal, highly detailed or broadly framed, based on the needs of the project.

9 建设项目沟通管理术语 Terminology of Construction Project Communications Management

9.1.2 沟通模型　　Communication Models

沟通模型可以是最基本的线性（发送方和接收方）沟通过程，也可以是增加了反馈元素（发送方、接收方和反馈）、更具互动性的沟通形式，甚至可以是融合了发送方或接收方的人性因素、试图考虑沟通复杂性的更加复杂的沟通模型。

9.1.2 Communication Models　　沟通模型

Communication models can represent the communication process in its most basic linear form (sender and receiver), in a more interactive form that encompasses the additional element of feedback (sender, receiver, and feedback), or in a more complex model that incorporates the human elements of the sender(s) or receiver(s) and attempts to show the complexity of any communication that involves people.

9.1.3 人际交往　　Networking

人际交往是通过与他人互动交流信息，建立联系。人际交往有利于项目经理及其团队通过非正式组织解决问题，影响相关方的行动，以及提高相关方对项目工作和成果的支持，从而改善绩效。

9.1.3 Networking　　人际交往

Networking is interacting with others to exchange information and develop contacts. Networks provide project managers and their teams with access to informal organizations to solve problems, influence actions of their stakeholders, and increase stakeholder support for the work and outcomes of the project, thus improving performance.

9.2.1 规划沟通管理　　Plan Communications Management

规划沟通管理的主要作用是，为及时向相关方提供相关信息，引导相关方有效参与项目，而编制书面沟通计划。

9.2.1 Plan Communications Management　　规划沟通管理

The key benefit of plan communications management is a documented approach to effectively and efficiently engage stakeholders by presenting relevant information in a timely manner.

9.2.2 管理沟通　　Manage Communications

管理沟通主要作用是，促成项目团队与相关方之间的有效信息流动。本过程需要在整个项目期间开展。

9.2.2 Manage Communications　　管理沟通

The key benefit of manage communications is that it enables an efficient and effective information flow between the project team and the stakeholders. This process is performed throughout the project.

9.2.3 监督沟通　　Monitor Communications

监督沟通的主要作用是，按沟通管理计划和相关方参与计划的要求优化信息传递流程。本过程需要在整个项目期间开展。

9.2.3 Monitor Communications　　监督沟通

The key benefit of monitor communications is the optimal information flow as defined in the communications management plan and the stakeholder engagement plan. This process is performed throughout the project.

9.2.4 冲突管理　　Conflict Management

在项目环境中，冲突不可避免。冲突的来源包括资源稀缺、进度优先级排序和个人工作风格差异等。

9.2.4 Conflict Management　　冲突管理

Conflict is inevitable in a project environment. Sources of conflict include scarce resources, scheduling priorities, and personal work styles.

9.3.8 绩效报告　　Work Performance Reports

绩效报告的典型示例包括状态报告和进展报告。工作绩效报告可以包含挣值图表和信息、趋势线和预测、储备燃尽图、缺陷直方图、合同绩效信息以及风险概述信息。可以表现为有助于引起关注、制定决策和采取行动的仪表指示图、热点报告、信号灯图或其他形式。

9.3.8 Work Performance Reports　　绩效报告

Examples of work performance reports include status reports and progress reports. Work performance reports can contain earned value graphs and information, trend lines and forecasts, reserve burndown charts, defect histograms, contract performance information, and risk summaries. They can be presented as dashboards, heat reports, stop light charts, or other representations useful for creating awareness and generating decisions and actions.

10 建设项目风险管理术语 Terminology of Construction Project Risk Management

10.1.4 整体项目风险　　Overall Project Risk

整体项目风险对项目目标产生正面或负面的影响。管理整体项目风险旨在通过削弱负面变异的驱动因素，加强正面变异的驱动因素，以及最大化实现整体项目目标的概率，把项目风险敞口保持在可接受的范围之内。

10.1.4 Overall Project Risk　　整体项目风险

Overall project risks can have a positive or negative effect on project objectives. Management of overall project risk aims to keep project risk exposure within an acceptable range by reducing drivers of negative variation, promoting drivers of positive variation, and maximizing the probability of achieving overall project objectives.

10.1.7 风险临界值　　Risk Threshold

风险临界值反映了组织与项目相关方的风险偏好程度，是项目目标的可接受的变异程度。

10.1.7 Risk Threshold　　风险临界值

Risk thresholds express the degree of acceptable variation around a project objective.

10.1.12 风险接受　　Risk Acceptance

风险接受也称为风险承担，是指企业自己非理性或理性地主动承担风险，即指一个企业以其内部的资源来弥补损失。风险接受和保险同为企业在发生损失后主要的筹资方式，重要的风险管理手段。

10.1.12 Risk Acceptance　　风险接受

Also known as risk-taking, it refers to the enterprise's own irrational or rational initiative to take risks, that is, an enterprise with its internal resources to make up for the loss. With insurance as the enterprise after the occurrence of loss of the main way of financing, important risk management means.

10.1.13 风险规避　　Risk Avoidance

风险规避可能适用于发生概率较高，且具有严重负面影响的高优先级风险。规避策略可能涉及变更项目管理计划的某些方面，或改变会受负面影响的目标，以便于彻底消除危险，将它的发生概率降低到零。风险责任人也可以采取措施，来分离项目目标与风险万一发生的影响。规避措施可能包括消除风险的原因、延长进度计划、改变项目策略，或缩小范围。有些风险可以通过澄清需求、获取信息、改善沟通或取得专有技能来加以规避。

10.1.13 Risk Avoidance　　风险规避

Risk avoidance may be appropriate for high-priority risks with a high probability of occurrence and a large negative impact. Avoidance may involve changing some aspect of the project management plan or changing the objective that is in jeopardy in order to eliminate the risk entirely, reducing its probability of occurrence to zero. The risk owner may also take action to isolate the project objectives from the risk's impact if it were to occur. Examples of avoidance actions may include removing the cause of a risk, extending the schedule, changing the project strategy, or reducing scope. Some risks can be avoided by clarifying requirements, obtaining information, improving communication, or acquiring expertise.

10.1.15 风险转移　　Risk Transference.

采用转移策略，通常需要向承担风险的一方支付风险转移费用。风险转移可能需要通过一系列行动才得以实现，包括（但不限于）购买保险、使用履约保函、使用担保书、使用保证书等。也可以通过签订协议，把具体风险的归属和责任转移给第三方。

10.1.15 Risk Transference　　风险转移

Risk transfer often involves payment of a risk premium to the party taking on the risk. Transfer can be achieved by a range of actions, which include but are not limited to the use of insurance, performance bonds, warranties, guarantees, etc. Agreements may be used to transfer ownership and liability for specified risks to another party.

10.1.17 风险上报　　Risk Escalation

如果项目团队或项目发起人认为某风险不在项目范围内，或提议的应对措施超出了项目经理的权限，就应该采用上报策略。风险通常要上报给其目标会受该风险影响的那个层级。风险一旦上报，就不再由项目团队做进一步监督，虽然仍可出现在风险登记册中供参考。

10.1.17 Risk Escalation　　风险上报

Escalation is appropriate when the project team or the project sponsor agrees that a risk is outside the scope of the project or that the proposed response would exceed the project manager's authority. Risks are usually escalated to the level that matches the objectives that would be affected if the threat occurred. Escalated risks are not monitored further by the project team after escalation, although they may be recorded in the risk register for information.

10.1.19 风险减轻　　Risk Mitigation

在风险损失发生之前，采取积极的风险处理措施减少损失发生的可能或降低损失严重程度。这种方式比较适合风险本身是可控的。一般有工程措施、宣教措施和程序性措施。

10.1.19 Risk Mitigation　　风险减轻

Before the risk loss occurs, take active risk management measures to reduce the possibility of loss or reduce the severity of loss. This approach is more suitable for the risk itself is controllable. There are generally engineering measures, educational measures and procedural measures.

10.1.23 工程和承包商的设备保险　　Insurance for Works and Contractor's Equipment

保险方应为工程、永久设备、材料以及承包商的文件投保，该保险的最低限额应不少于全部复原成本，包括补偿拆除和移走废弃物以及专业服务费和利润。

10.1.23 Insurance for Works and Contractor's Equipment　　工程和承包商的设备保险

The insuring party shall insure the works, plant, materials and contractor's documents for not less than the full reinstatement cost including the costs of demolition, removal of debris and professional fees and profit.

10.1.26 不可抗力　　Force Majeure

不可抗力的含义是指如下所述的特殊事件或情况：

（a）一方无法控制的；

（b）在签订合同前该方无法合理防范的；

（c）情况发生时，该方无法合理回避或克服的；

（d）主要不是由于另一方造成的。

10.1.26 Force Majeure　　不可抗力

The particular event or circumstance as:

(a) which is beyond a party's control;

(b) which the party is unable to take reasonable precautions before signing the contract;

(c) which, the party cannot reasonably avoid or overcome the situation when it occurs;

(d) which is not substantially attributable to the other party.

10.3.2 风险分解结构　　Risk Breakdown Structure (RBS)

风险分解结构有助于项目团队考虑单个项目风险的全部可能来源，对识别风险或归类已识别风险特别有用。组织可能有适用于所有项目的通用风险分解结构，也可能针对不同类型项目使用几种不同的风险分解结构框架，或者允许项目量身定制专用的风险分解结构。

10.3.2 Risk Breakdown Structure (RBS)　　风险分解结构

An RBS helps the project team consider the full range of sources from which individual project risks may arise. This can be useful when identifying risks or when categorizing identified risks. The organization may have a generic RBS to be used for all projects, or there may be several RBS frameworks for different types of projects, or the project may develop a tailored RBS.

10.3.6 风险登记册　　Risk Register

详细地记录了所有的已经识别的风险，包含有定性风险分析、定量风险分析和风险应对规划的成果的文件。

10.3.6 Risk Register　　风险登记册

Detailed documentation of all identified risks, including the results of qualitative risk analysis, quantitative risk analysis and risk response planning.

11 建设项目采购管理术语 Terminology of Construction Project Procurement Management

11.1.2 合同　　Contract

合同一般由以下组成：合同协议书、中标函、投标函、本合同条件、规范、图纸、资料表、以及在合同协议书或中标函中列明的其它进一步的文件(如有时)。

11.1.2 Contract　　合同

The contract usually includes: the contract agreement, the letter of acceptance, the letter of tender, these conditions, the specification, the drawings, the schedules, and the further documents (if any) which are listed in the contract agreement or in the letter of acceptance.

11.2.1 规划采购管理　　Plan Procurement Management

规划采购管理的主要作用是，确定是否从项目外部获取货物和服务，如果是，则还要确定将在什么时间、以什么方式获取什么货物和服务。货物和服务可从执行组织的其他部门采购，或者从外部渠道采购。本过程仅开展一次或仅在项目的预定义点开展。

11.2.1 Plan Procurement Management　　规划采购管理

The key benefit of plan procurement management is that it determines whether to acquire goods and services from outside the project and, if so, what to acquire as well as how and when to acquire it. Goods and services may be procured from other parts of the performing organization or from external sources. This process is performed once or at predefined points in the project.

11.2.2 自制或外购分析　　Make-or-Buy Analysis

在自制或外购分析中，可以使用回收期、投资回报率（ROI）、内部报酬率(IRR)、现金流贴现、净现值（NPV）、收益成本（BCA）或其他分析技术，来确定某种货物或服务是应该在项目内部自制，还是从外部购买。

11.2.2 Make-or-Buy Analysis　　自制或外购分析

Make-or-buy analysis may use payback period, return on investment (ROI), internal rate of return (IRR), discounted cash flow, net present value (NPV), benefit/cost analysis (BCA), or other techniques in order to decide whether to include something as part of the project or purchase it externally.

11.2.3 自制或外购决策　　Make-or-Buy Decisions

自制定自制或外购决策时应考虑的因素包括；组织当前的资源配置及其技能和能力，对专业技术的需求，不愿承担永久雇用的义务，以及对独特技术专长的需求；还要评估与每个自制或外购决策相关的风险。

11.2.3 Make-or-Buy Decisions　　自制或外购决策

Factors to consider in the make-or-buy decision include the organization’s current resource allocation and their skills and abilities, the need for specialized expertise, the desire to not expand permanent employment obligations, and the need for independent expertise. It also includes evaluating the risks involved with each make-or-buy decision.

11.2.4 实施采购　　Conduct Procurements

实施采购的主要作用是，选定合格卖方并签署关于货物或服务交付的法律协议。本过程的最后成果是签订的协议，包括正式合同。本过程应根据需要在整个项目期间定期开展。

11.2.4 Conduct Procurements　　实施采购

The key benefit of conduct procurements is that it selects a qualified seller and implements the legal agreement for delivery. The end results of the process are the established agreements including formal contracts. This process is performed periodically throughout the project as needed.

11.2.6 控制采购　　Control Procurements

控制采购的主要作用是，确保买卖双方履行法律协议，满足项目需求。本过程应根据需要在整个项目期间开展。

11.2.6 Control Procurements　　控制采购

The key benefit of control procurements is that it ensures that both the seller's and buyer's performance meet the project's requirements according to the terms of the legal agreement. This process is performed throughout the project as needed.

11.2.9 索赔管理　　Claims Administration

一般包括雇主的索赔和承包商的索赔。

11.2.9 Claims Administration　　索赔管理

Mainly contains employer's claims and contractor's claims.

11.2.13 因承包商违约而提出终止　　Termination by Employer

如果承包商未能根据合同履行任何义务，雇主提出终止前，工程师可通知承包商，要求他在规定的合理时间内改正此类过失。

11.2.13 Termination by Employer　　因承包商违约而提出终止

If the contractor fails to carry out any obligation under the contract, before termination by employer, the engineer may by notice require the contractor to make good the failure and to remedy it within a specified reasonable time.

11.3.2 采购文件　　Procurement Documents

采购文件包括买方的投标邀请书、谈判邀请书、信息邀请书、报价邀请书、建议邀请书，以及卖方的应答。

11.3.2 Procurement Documents　　采购文件

The procurement documents include the buyer's Invitation for bid, invitation for negotiations, request for information, request for quotation, request for proposal, and seller's responses.

11.3.3 采购管理计划　　Procurement Management Plan

采购管理计划包含要在采购过程中开展的各种活动。它应该记录是否要开展国际竞争性招标、国内竞争性招标、当地招标等。如果项目由外部资助，资金的来源和可用性应符合采购管理计划和项目进度计划的规定。

11.3.3 Procurement Management Plan　　采购管理计划

The procurement management plan contains the activities to be undertaken during the procurement process. It should document whether international competitive bidding, national competitive bidding, local bidding, etc., should be done. If the project is financed externally, the sources and availability of funding should be aligned with the procurement management plan and the project schedule.

11.3.9 采购文档　　Procurement Documentation

采购文档中可能包括项目启动之前的文件。

11.3.9 Procurement Documentation　　采购文档

Procurement documentation may include documents predating the project.

11.3.30 中标函　　Letter of Acceptance

雇主对投标文件签署的正式接受函，包括其后所附的备忘录（由合同各方达成并签定的协议构成）。在没有此中标函的情况下，“中标函”一词就指合同协议书，颁发或接收中标函的日期就指双方签订合同协议书的日期。

11.3.30 Letter of Acceptance　　中标函

The letter of formal acceptance, signed by the employer, of the letter of tender, including any annexed memoranda comprising agreements between and signed by both parties. If there is no such letter of acceptance, the expression “letter of acceptance” means the contract agreement and the date of issuing or receiving the letter of acceptance means the date of signing the contract agreement.

12 建设项目相关方管理术语 Terminology of Construction Project Stakeholder Management

12.1.1 相关方　　Stakeholder

每个项目都有相关方，他们会受项目的积极或消极影响，或者能对项目施加积极或消极的影响。有些相关方影响项目工作或成果的能力有限，而有些相关方可能对项目及其期望成果有重大影响。“相关方”一词的外延正在扩大，从传统意义上的员工、供应商和股东扩展到涵盖各式群体，包括监管机构、游说团体、环保人士、金融组织、媒体，以及那些自认为是相关方的人员（他们认为自己会受项目工作或成果的影响）。

12.1.1 Stakeholder　　相关方

Every project has stakeholders who are impacted by or can impact the project in a positive or negative way. Some stakeholders may have a limited ability to influence the project’s work or outcomes; others may have significant influence on the project and its expected outcomes. roader definitions of stakeholders are being developed that expand the traditional categories of employees, suppliers, and shareholders to include groups such as regulators, lobby groups, environmentalists, financial organizations, the media, and those who simply believe they are stakeholders-they perceive that they will be affected by the work or outcomes of the project.

12.2.1 识别相关方　　Identify Stakeholders

识别相关方的主要作用是，使项目团队能够建立对每个相关方或相关方群体的适度关注。本过程应根据需要在整个项目期间定期开展。

12.2.1 Identify Stakeholders　　识别相关方

The key benefit of identify stakeholders is that it enables the project team to identify the appropriate focus for engagement of each stakeholder or group of stakeholders. This process is performed periodically throughout the project as needed..

12.2.2 规划相关方参与　　Plan Stakeholder Engagement

规划相关方参与的主要作用是，提供与相关方进行有效互动的可行计划。本过程应根据需要在整个项目期间定期开展。

12.2.2 Plan Stakeholder Engagement　　规划相关方参与

The key benefit of plan stakeholder engagement is that it provides an actionable plan to interact effectively with stakeholders. This process is performed periodically throughout the project as needed.

12.2.3 管理相关方参与　　Manage Stakeholder Engagement

管理相关方参与的主要作用是，让项目经理能够提高相关方的支持，并尽可能降低相关方的抵制。本过程需要在整个项目期间开展。

12.2.3 Manage Stakeholder Engagement　　管理相关方参与

The key benefit of manage stakeholder engagement is that it allows the project manager to increase support and minimize resistance from stakeholders. This process is performed throughout the project.

12.2.4 监督相关方参与　　Monitor Stakeholder Engagement

监督相关方的主要作用是，随着项目进展和环境变化，维持或提升相关方参与活动的效率和效果。本过程需要在整个项目期间开展。

12.2.4 Monitor Stakeholder Engagement　　监督相关方参与

The key benefit of monitor stakeholder engagement is that it maintains or increases the efficiency and effectiveness of stakeholder engagement activities as the project evolves and its environment changes. This process is performed throughout the project.

12.2.7 对指定的反对　　Objection to nomination

承包商没有义务雇用一名他已通知工程师并提交具体证明资料说明其有理由反对的指定分包商。如果因为（但不限于）下述任何事宜而反对，则该反对应被认为是合理的，除非雇主同意保障承包商免于承担下述事宜的后果：

（a）有理由相信分包商没有足够的能力、资源或资金实力；

（b）分包合同未规定指定分包商应保障承包商免于承担由分包商、其代理人、雇员的任何疏忽或对货物的错误操作的责任；

（c）分包合同未规定指定分包商对所分包工程（包括设计，如有时）。

12.2.7 Objection to nomination　　对指定的反对

The contractor shall not be under any obligation to employ a nominated Subcontractor against whom the contractor raises reasonable objection by notice to the engineer as soon as practicable, with supporting particulars. An objection shall be deemed reasonable if it arises from (among other things) any of the following matters, unless the employer agrees to indemnify the contractor against and from

(a) there are reasons to believe that the subcontractor does not have sufficient competence, resources or financial strength;

(b) the subcontract does not specify that the nominated subcontractor shall indemnify the contractor against and from any negligence or misuse of goods by the nominated Subcontractor, his agents and employees;

(c) the subcontract does not specify that, for the subcontracted work (including design, if any).

12.3.4 相关方参与计划　　Stakeholder Engagement Plan

相关方参与计划是项目管理计划的组成部分。它确定用于促进相关方有效参与决策和执行的策略和行动。基于项目的需要和相关方的期望，相关方参与计划可以是正式或非正式的，非常详细或高度概括的。

12.3.4 Stakeholder Engagement Plan　　相关方参与计划

The stakeholder engagement plan is a component of the project management plan that identifies the strategies and actions required to promote productive involvement of stakeholders

in decision making and execution. It can be formal or informal and highly detailed or broadly framed, based on the needs of the project and the expectations of stakeholders.

13 建设项目健康、安全、安保和环境管理术语 Terminology of Construction Project Health, Safety, Security, and Environment Management

13.1.1 健康 Health

承包商应采取合理的预防措施以维护其人员的健康和安全。承包商应与当地卫生部门合作，自始至终在现场以及承包商和雇主的人员住地确保配备医务人员、急救设施、病房以及救护服务，并应作出适当安排提供所有必要的福利和卫生条件，并防止传染病的发生。

13.1.1 Health 健康

The contractor shall at all times take all reasonable precautions to maintain the health and safety of the contractor's personnel. In collaboration with local health authorities, the contractor shall ensure that medical staff, first aid facilities, sick bay and ambulance service are available at all times at the site and at any accommodation for contractor's and employer's personnel, and that suitable arrangements are made for all necessary welfare and hygiene requirements and for the prevention of epidemics.

13.1.2 安全 Safety

承包商应在现场指派一名事故预防官员负责维持安全并防止事故发生。该人员应能胜任此责任，并有权发布指示及采取预防事故发生的保护措施。在工程的整个实施过程中，承包商应提供该人员为执行职责和权力所必需的任何物品。

13.1.2 Safety 安全

The contractor shall appoint an accident prevention officer at the site, responsible for maintaining safety and protection against accidents. This person shall be qualified for this responsibility, and shall have the authority to issue instructions and take protective measures to prevent accidents. Throughout the execution of the works, the contractor shall provide whatever is required by this person to exercise this responsibility and authority.

13.1.5 现场安保 Security of the Site

除非专用条件中另有规定，承包商应负责阻止未获授权的人员进入现场；以及授权人员仅限于承包商的人员和雇主的人员，以及雇主的其他承包商在现场的授权人员并由雇主或工程师通知了承包商的任何其他人员。

13.1.5 Security of the Site 现场安保

Unless otherwise stated in the particular conditions，the contractor shall be responsible for keeping unauthorized persons off the site, and authorized persons shall be limited to the contractor's personnel and the employer's personnel; and to any other personnel notified to the contractor, by the employer or the engineer, as authorized personnel of the employer's other contractors on the site.