

Fold each printed sheet in half lengthwise. The left side of the document will list the term and the right side will list the definition. Tape or staple the open edges of your flashcards. Cut out your flashcards on the solid lines indicated and fold them on the dotted lines.

<p><b>Module 3</b> <i>Section A: Adopt a Change Management Plan</i></p>
<p><b>Term</b> Agile project management</p>
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A project management methodology often employed in environments where the output of the project is the result of a process or a series of subprojects with unstructured results. An agile project follows a more iterative path to completion than a traditional project. The agile project management methodology is most common in software development.

<p><b>Module 3</b> <i>Section A: Adopt a Change Management Plan</i></p>
<p><b>Term</b> Change agent</p>
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A person who facilitates change within an organization. This person may or may not be within the organization and may or may not be the initiator of the change.

<p><b>Module 3</b> <i>Section A: Adopt a Change Management Plan</i></p>
<p><b>Term</b> Change control</p>
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The process of determining, approving, or rejecting changes to a plan baseline.

<p><b>Module 3</b> <i>Section A: Adopt a Change Management Plan</i></p>
<p><b>Term</b> Employee empowerment</p>
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The practice of giving non-managerial employees the responsibility and the power to make decisions regarding their jobs or tasks. It is associated with the practice of transfer of managerial responsibility to the employee. Allows the employee to take on responsibility for tasks normally associated with staff specialists. Examples include allowing the employee to make scheduling, quality, process design, or purchasing decisions.

**Module 3**

*Section A: Adopt a Change Management Plan*

**Term**

Employee involvement (EI)

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The concept of using the experience, creative energy, and intelligence of all employees by treating them with respect, keeping them informed, and including them and their ideas in decision-making processes appropriate to their areas of expertise. Focuses on quality and productivity improvements.

**Module 3**

*Section A: Adopt a Change Management Plan*

**Term**

Performance appraisal

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Supervisory or peer analysis of work performance. May be made in connection with wage and salary review, promotion, transfer, or employee training.

**Module 3**

*Section A: Adopt a Change Management Plan*

**Term**

Performance measure

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In a performance measurement system, the actual value measured for the criterion.