



50 Acronyms And Their Meanings

A COLLABORATIVE COLLECTION

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by ICiPS Twitter Members

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FOREWORD

"This e-book is the third in our series and is put together by our ICiPS Twitter members alone, who are experts in the fields of continuous improvement and business.

We all hear acronyms from time-to-time, especially when new to a role and may feel like our colleagues are speaking another language. Hopefully this book will assist you in what we feel are the Top 50 acronyms in use today".

Debbie Simpson

CEO - ICiPS

50 Acronyms And Their Meanings

1. **SCAMPER** = Substitute, Combine, Adapt, Maximise/Minimise, Put to Other Use, Eliminate, Rearrange/Reverse
2. **PETEWORM** = People's Potential, Excessive Inventory, Transportation, Excessive Processing, Waiting, Over-Production, Rework, Motion
3. **WOMBAT** = Waste of Money, Brains and Time
4. **HIPPO** = Highest Paid Person's Opinion
5. **4 C's** = Concern Countermeasure, Contain, Check
6. **RACI** = Responsible, Accountable, Consulted, Informed
7. **3 I's** = Intend , Implement, Impart
8. **SAP** = Strategic Action Plan
9. **WAIT** = Why Am I Talking
10. **PDCA** = Please Don't Change Anything
11. **SOP** - Standard Operating Procedure
12. **WIIFM** - What's In It For Me
13. **RFP/RFQ** = Request for Proposal/Quote
14. **ROI** = Return on Investment
15. **SME** = Subject Matter Expert
16. **PIO** = Public Information Officer
17. **EOB** = End of Business (Day)
18. **MEAT** = Money, Errors, Amounts and Time
19. **DOWNTIME** = Defects, Over-Production, Waiting, Non-Utilised Talent, Transportation, Inventory, Motion (8 Wastes of Lean)
20. **VUCA** = Volatility, Uncertainty, Complexity and Ambiguity
21. **OI** = Opportunity for improvement
22. **JFDI** = Just F**king Do It
23. **BOSCARD** = Background, Objective, Scope, Constraints, Assumptions, Risks, and Deliverables
24. **FTE** = Full Time Equivalentents

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26. **SMART** = Specific, Measurable, Attainable, Realistic, Timebound
27. **GROW** = Goal, Current Reality, Options/Obstacles, Will/Way Forward (Coaching Model)
27. **TED** = Tell Me, Explain to Me, Describe to Me
28. **CTR** = Click Through Rate
29. **CTA** = Call to Action
30. **SWOT** = Strengths, Weaknesses, Opportunities, Threats
31. **OHIO** = Only Handle It Once
32. **MBWA** = Management by Wandering Around
33. **ALF** = Always Listen First
34. **AIDA** = Attention, Interest, Desire, Action
35. **BEER** = Behaviour, Effect, Expectation, Results
36. **IDEA** = Identify, Design, Execute, Augment
37. **IMCIS** Identify, Manage, Change, Improve, Show (Total Quality Management)
38. **PEST** = Political, Economic, Social, Technological (Environmental Scanning)
39. **SOP** = Standard Operating Procedures
40. **FIFO** = First in, First Out
41. **OODA Loop** = Observe, Orient, Decide, Act
42. **PDCA** = Plan, Do, Check, Act
43. **QFD** = Quality, Function, Deployment
44. **TIB** = Team Information Board
45. **TRUE** = Tracking Real-Time User Experience
46. **BAT** = Business Action Therapy
47. **COB** = Close of Business
48. **TBD** = To Be Determined
49. **CRAAP** = Currency, Relevance, Authority, Accuracy, Purpose
50. **END** = Everything Needs Doing!

Thank you!

We hope you have enjoyed this ebook and have taken something away from it.

If you know of anyone new to #CI who is struggling with business language, then do signpost them to it too.

Our aim is always to add value to Continuous Improvement.

Debbie Simpson

CEO- ICiPS

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