

[Glossary, Definitions](#)


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## GLOSSARY, DEFINITIONS

This page explains the concepts behind a central glossary and provides access to the iPortal's term database.

### iPortal Glossary

If the term or abbreviation you are looking for is not listed below, leave a comment or [send your definition via mail to the IM team](#) .

### Why is a Glossary Important?

There are a lot of technical terms and abbreviations used in business and especially in IT. If there is no **single source of truth for what these terms mean**, misunderstandings will be the inevitable consequence, leading to delays and errors. To prevent such communication failure, all abbreviations and important terms must be defined. Just like with every other content, these definitions are subject to periodic review processes (even though the review cycles may be long and the reviews mostly triggered externally), and for each term there is an Accountable and a Responsible maintaining the definitions (and maybe additional information like synonyms).

### What Should be in the Glossary?

There are a lot of sources for terms and abbreviations, for example the tables of [roles and groups](#), system names and [guidelines](#). Even though these **sources may be managed separately**, e.g. in different databases or tables, there should be a **central place to look up** all abbreviations. So in the displayed glossary, beside glossary and definition entries, all other abbreviations etc. must be displayed.

Important information to be **stored for every term** is:

- Version
- Accountable
- Responsible
- Term
- Abbreviation
- Definition
- Comment

In addition, allowed (but not recommended) **synonyms** for a given term can also be stored, as well as words not allowed to be used as a synonym. For large glossaries, an additional column explaining the context or scope may help dealing with different meanings of a term. If the database includes unapproved terms, the approval status must be included, too.

**Not all information must be displayed.** That can be limited to a few columns like Term, Abbreviation and Definition. Displaying the Responsible for contact reasons is an option, but informing the Term Responsible in case something is wrong with the entry can also be a duty of the glossary page's Responsible.

Comments are only visible to logged in users.