

Word List

method-related capitalization and punctuation

Updated [September 22, 2008](#) by Rational REDI team editors (jbroadh@us.ibm.com or rkliegel@us.ibm.com)

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Titles of official documents, such as specific plans or reports, and PPT presentations are title case (no cap)
Headings, subheadings, and titles of individual slides and devWorks articles are sentence case (initial cap)

Actor [capitalize only when referring to a RUP role or person who performs a specific task]

alternate [to mean switches back and forth, alternates, alternating]

alternative [to mean another option]

Analysis Mechanisms

Analysis model [as name of model only]

Analyst [capitalize as the title of a role only]

Any Role [capitalize as the title of a role only]

application controls

Application Lead [for title of role only]

approver [generic, not name of role]

Architect [name of role, do not use as verb -- use "design," instead]

architectural mechanisms

artifacts

asset governance

asset-based development

asset-based governance

audit trails

Auditor [as role name]

back out [v]

back up [v], as in back up the system

backout [adj]

backup [adj], as in backup plan

backups [n], as in weekly backups

baseline

Baseline control point [if name of a control point]

Bill of Materials

business case

business controls

business scenario-driven development

business-driven development for SOA [short form: business-driven development, not BDD4SOA]

Change Control Manager [role], not Change Manager

Change Control team

Change Delivery control point, not *Deliver Change control point* and not *Change control point*

change management

change management compliance

change management process

Change Manager [see Change Control Manager]

change request

change workflow

Change Workflow Specification [capitalize only as title of document]

closeout

code base [not *codebase*]

Compliance Analyst

compliance enhancement projects
compliance management
Compliance Officer [role]
Compliance Policy [capitalize only as title of document]
Compliance Policy [capitalize only as title of document]
Compliance Requirements [capitalize only as title of document]
compliance requirements [in general]
Compliance Vision Addendum [capitalize only as title of document]
components
configuration audit findings [
Configuration Management Plan [capitalize only as title of document]
Construction phase
Consulted roles
continuous integration
control point
Control Point Specification, not Control *Points* Specification
controlled work products
daily scrum
daily stand-up [meeting]
delivered changes
deployment model
Deployment Plan [capitalize only as title of document]
deployment unit
design mechanisms
Designer [capitalize only as title of role in RUP context]
Developer [capitalize only as title of role in RUP context]
developer test
Developer Test [capitalize only as the name of an artifact]
Development Case [capitalize only as the title of a document]
development infrastructure
development process
Development team [capitalize only if in contrast to names of other teams, in context]
Distribution control point
Distribution Policy [capitalize only as title of document]
DSL
Elaboration phase
electronic signatures
evolutionary architecture practice
evolutionary architecture
evolutionary design
evolutionary design practice
handoff
Human Resources (HR)
IBM® Measured Capability Improvement Framework™ (MCIF™) [symbols required on first use in document only]
IBM® Rational® Health Assessment for Software Delivery™ [symbols required on first use in document only]
IBM® Rational® Self-Check for Software Teams™ [symbols required on first use in document only]
implementation mechanisms
Implementer [not Implementor]
Inception phase
incident
Informed roles
Initial Operational Capability milestone

installation artifacts
Integration Build Plan [capitalize only as title of document]
Integrator [capitalize only as title of role in RUP context]
Issues List [capitalize only as title of document]
IT Operations team
IT process controls
iteration
iteration assessment
iteration burndown [incorrect as noun, say "iteration burndown rate," instead]
Iteration Plan [capitalize only as title of document]
iterative development
just-in-time [use as adjective only]
Lead Developer [capitalize only as title of role in RUP context]
Lifecycle Architecture milestone
Lifecycle Objectives milestone
Management Reviewer [role], not same as Reviewer
Manufacturing team
Measured Capability Improvement Framework™ (MCIF™) [add IBM® and trademark symbols on first use]
Measurement Plan [capitalize only as title of document]
metadata
micro-increments
milestone [always lowercase]
model-based application development
model-based programming
model-driven application development
model-driven architecture (MDA)
model-driven development (MDD)
multifaceted
non-certifiable
noncompliance
nondirective
nonfunctional
non-solo [alternative to parallel or partnering]
off-site [adj, do not use as noun]
on-site [adj, do not use as noun]
Policy Analyst [role]
post-condition
precondition
Prime Directive [only as name of Kerth's guideline]
Problem Resolution Plan [capitalize only as title of document]
process control
Process Engineer [role]
Process Validation objectives
Process Validation Plan [capitalize only as title of document]
Process Validation test
product
Product Release milestone
production environment
project burndown [incorrect as noun, say "project burndown rate," instead]
Project Manager [role]
project measurements
Project Plan [capitalize only as title of document]

project repository
Project Retrospective [capitalize only as title of document or meeting]
Project-Specific Guidelines [if official document]
quality assurance [adj]
Quality Assurance Lead [role]
Quality Assurance Manager [role]
Quality Assurance team [not *Quality team*]
Quality Engineering Manager [role]
quality management
Rational Self-Check tool
Rational® Method Composer [include IBM® on first use]
Record Control Specification
re-engineered
Reflection meeting [as name of meeting]
Register Derived Objects control point
release
Release control point
Release Distributor [role]
Release Engineer [role]
release management
release management framework
Release Management team
Release Manager [role]
Release Notes
Release Tester [role]
requirements management
Retrospective [only as short for Project Retrospective task]
Retrospective meeting [sometimes called just the Retrospective]
review
Review Coordinator [role]
Reviewer [name of role, initial cap]
Risk List [capitalize only as title of document]
Risk Management Plan [capitalize only as title of document]
risk-value lifecycle
RMC [**do not use** -- use Rational Method Composer]
roll back [v]
rollback [adj]
RUP [on first use: IBM® Rational Unified Process® [RUP®]]
scrum [meeting]
scrum [never Scrum -- it's short for "scrimmage" or "scrummage," meaning a quick meeting]
self-check [re: process not product, but always hyphenated]
Self-Check tool [use Rational Self-Check tool instead]
self-directing teams
separation of duties
service-oriented architecture (SOA)
service-oriented modeling and architecture (SOMA) [when not IBM-specific]
shared vision
shared vision
sign off [v]
sign-off [adj, n]
Software Development Plan [capitalize as title of document only]
Software Development Validation Plan [capitalize as title of document only]

software requirements
stakeholder [could be Stakeholder as role title, just decide and be consistent]
stakeholders
standup meeting [same thing as scrum]
status assessment
subflow
subsystem
Supplementary Specifications [capitalize as title of document only]
System Administrator [role]
System Analyst [role], not Systems Analyst
System Architect [role], not Systems Architect
Technical Lead [role]
Test Evaluation Summary [capitalize as title of document only]
test logs
test management
Test Manager [role]
Test Plan [capitalize as title of document only]
Test Practices [capitalize as title of document only]
test results
test suite
test-driven development
Tester [role]
tests
Three Points of Control schema
time to market [as noun], time-to-market [as adjective]
time to value [as noun], time-to-value [as adjective]
time-boxed [use as adjective only]
tool mentors
traceability
training materials
Transition phase
two-level planning
two-level project planning
unit of work
use case [as noun]
use case-driven development [not *use-case-driven* nor *use-case driven*]
use-case model [use case as adjective]
use-case scenario [use case as adjective]
user-support material
walk through [v] **Note:** To ensure accurate translation, define on first use as *review* or similar word.
walkthrough [n, adj] **Note:** To ensure accurate translation, define on first use as *review* or similar word.
whole team [always adjective, thus follow with practice, process, approach, or similar -- never use as noun]
work item, work items
Work Items List [capitalize as title of document only]
work order
work product
workflow
workspace

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s on articles and prepositions, though)
only except for proper names)