

## 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)

**Note:** Trademark symbols may change. Be sure to check the IBM Copyright and Trademark Web page for updates.

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

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

s: <http://www.ibm.com/legal/copytrade.shtml>

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