**Word List**

**method-related capitalization and punctuation**

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**Note:** Trademark symbols may change. Be sure to check the IBM Copyright and Trademark Web page for updates: http://www.ibm.com/legal/copytrade.shtml

**Titles of official documents, such as specific plans or reports, and PPT presentations are title case** (no caps)

**Headings, subheadings, and titles of individual slides and devWorks articles are sentence case** (initial caps)

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