# Induction course – Glossary of terms

## Agile methodology

Agile development is a way of managing development teams and projects. Most agile development methods break tasks into small increments with minimal planning and do not directly involve long-term planning. The increments typically last from one to four weeks.

See http://en.wikipedia.org/wiki/Agile\_software\_development

## Clippy

Clippy was an interactive animated character, which interfaced with Microsoft Office help content. Clippy was removed altogether in Office 2007, as it drew criticism from customers.

See: http://en.wikipedia.org/wiki/Office\_Assistant

## CMS/Content Management Systems

A content management system (CMS) is a computer application that allows publishing, editing and modifying content from a central interface.

A component content management system (CCMS) is a content management system that manages content at a granular level (component) rather than at the document level. Each component represents a single topic, concept or asset (for example an image, table, product description, a procedure). Components can be as large as a chapter or as small as a definition or even a word.

See:

http://en.wikipedia.org/wiki/Content\_management\_system

http://en.wikipedia.org/wiki/Component\_content\_management\_system

## Concordance

A concordance is an alphabetical list of the key words used in a book or body of work, listing every instance of each word. A concordance is different from an index, in that it normally does not include synonyms.

See: http://www.wfwbooks.com/concordprobs.htm

## DITA

The Darwin Information Typing Architecture (DITA) is a standard and XML based data model for authoring and publishing topic-based content. It was developed by IBM for internal use and has since been released to the open-source community.

See: http://en.wikipedia.org/wiki/Darwin\_Information\_Typing\_Architecture

## Faceted navigation

Faceted navigation is a technique for accessing information that enables users to explore information in multiple ways, rather than in a single, pre-determined navigation route or order.

See: http://en.wikipedia.org/wiki/Faceted\_search

## Functional specification

A functional specification is a document that describes the technical aspects of how a system, such as a software application, will work.

See: http://en.wikipedia.org/wiki/Functional\_specification

## Minimalism

Minimalism is a topic-based authoring approach to writing, based on the ideas of John Carroll. Content is organised as short task-oriented chunks, rather than lengthy pages that explain everything in a long narrative fashion.

See: http://en.wikipedia.org/wiki/Minimalism\_(technical\_communication)

## Scrums

Scrum is an agile development method, which concentrates particularly on how to manage tasks within a team.

Scrums is the name used to describe the regular meetings that are a feature of an Agile project.

A key principle of Scrum is that during a project the customers can change their minds about what they want and need. This means there will be unpredicted challenges, which can’t be easily addressed in a traditional predictive or planned manner.

See http://en.wikipedia.org/wiki/Scrum\_(software\_development)

## Single Sourcing

Single source publishing is a content management method which allows the same source content to be used across different forms of media and more than one time. Content can be stored in one place and reused. The time consuming work of editing need only be carried out once, on only one document.

See: http://en.wikipedia.org/wiki/Single\_source\_publishing

## Waterfall methodology

The waterfall methodology is a software development process, in which progress is seen as flowing steadily downwards (like a waterfall). Waterfall typically has phases of: Conception, Initiation, Analysis, Design, Construction, Testing, Production/Implementation and Maintenance.

See: http://en.wikipedia.org/wiki/Waterfall\_model

## Wireframes

A wireframe is a visual guide that shows the page layout or arrangement of a website’s content or a application screen. It focuses on what a screen does, not what it looks like. It includes interface elements and navigational systems, and how they work together. It usually lacks typographic style, colour or graphics.

See http://en.wikipedia.org/wiki/Website\_wireframe