# Roles

Roles describe people, teams, or organizations that perform work. Roles are not job descriptions used by the organization to describe job responsibilities or duties. Roles are void of organizational or department names, or names of individuals holding positions.

# Tasks

Tasks describe how to perform the work. Flexible processes use non-prescriptive steps whereas rigid processes use prescritive steps. High-level tasks with many sub-tasks should be expanded using additional tasks or guidance. Steps have names and should elaborate on the expected outcomes of the performing the step.

# Work Products

Work products are manifested as artifacts, outcomes, or deliverables.

Artifacts describe tangible outputs of performing tasks. Artifacts are typically document-based, but can also be code or testing results, among other tangible items.

Outcomes describe intangible outputs of performing tasks. Knowledge gained from collaboration is an intangible, but meaningful outcome of a worksession, handoff from one department/individual to another, or state of a system or process.

Deliverables are a grouping of two or more artifacts and/or outcomes that result from performing a task. Contents of a deliverable can stand alone, but have greater meaning or value when grouped.

# Guidance – Checklist

Checklists identify a series of items that need to be completed or verified. Checklists are often used in reviews such as walkthroughs or inspections.

# Guidance – Concept

Concepts are ideas that help build foundations for the organization.

# Guidance – Estimation Consideration

Estimation Considerations describes any influencing factors to consider in estimating work required to complete a task.

# Guidance – Example

Examples demonstrate typical application of the element type. One practical application of the Example guidance is a completed template.

# Guidance – Guideline

A specialized type of guidance that provides details, explanations or elaborations on the method element. Guidelines assist the methodologist describe tangetial ideas to create a complete picture of the method element.

# Guidance – Practice

A practice is a documented approach to solving one or more commonly occurring problems. Practices are intended as "chunks" of process for adoption, enablement, and configuration. Methodologist define practices to ensure the method element is adopted consistently.

# Guidance – Report

Reports provide guidance on representing data output that may be a combination of information from one or more other work products.

# Guidance – Re-Usable Asset

Links to intellectual capital that can be utilized to perform some task or leveraged as a starting point for the creation of a solution.

# Guidance – Roadmap

A Roadmap provides strategic and tactical approaches to implementation of concepts, practices, processes, procedures.

# Guidance – Supporting Material

Supporting Material is a guidance that is a catch-all for other types of guidance not specifically defined elsewhere. Supporting material can be used to substantiate method elements.

# Guidance – Template

Templates are draft work products that must be tailored for content.

# Guidance – Term Definition

Term Definitions clarify terms, and expand acronyms. Term definitions form the Glossary which is accessible via the top right Glossary icon.

# Guidance – Tool Mentor

Tool Mentors provide direction and guidance on application of specific tooling to perform tasks, product work products, etc. Methodology and tooling should be segregated since tools are likely to change at higher pace versus methodology changes.

# Guidance – White Paper

White papers are a specialized type of guidance for generally available content that can be read and understood in isolation of other content elements.

# Capability Patterns

A capability pattern are patterns of activity that can be repeated in any phase of the lifecycle.

# Delivery Processes

A delivery process is an end-to-end series of activities, tasks, and/or capability patterns that, when executed, result in a deliverable system – AKA the lifecycle.