

## A

**accreditation**—Reference to the action of the PMI Global Accreditation Center for Project Management (GAC), which reviews the content and processes of candidate degree programs, and confers accreditation upon those programs demonstrating compliance with the GAC Standards of Accreditation as delineated in the *GAC Handbook of Accreditation*.

**agile**—Use lower case when referring to the methodology. Use upper case when the word is part of a name of an organization, certification or product, or title.

**areas of focus**—This term is used for the categories or “tracks” of congress presentations. Lowercase except when used as a title of a web page or section. Do not use quotation marks/quotes around the actual names of areas of focus.

**Asia Pacific**—PMI region covering all of Asia (not including the Middle East) and Pacific countries such as Australia and New Zealand. This is the preferred style for this region’s name.

**Asia Pacific Service Centre**—The office, based in Singapore, and operated by partner, MCI, that handles customer care services for PMI’s stakeholders in that region. See Section 6 for contact information.

## B

**Balanced Scorecard**—The name of an approach used by PMI to translate its strategic plan into actionable goals and objectives. Use with initial caps.

**Balestrero, Gregory**— Gregory Balestrero is PMI President and CEO. In published material, always use “Gregory,” not “Greg.”

**best practices**—Do not use caps in running text. When referring to the *PMBOK® Guide* never use “best practices.” See the entry on “good practices.”

**Board of Directors**—Use initial-cap when referring to the PMI Board of Directors. Use PMI Board of Directors on first reference – PMI Board is acceptable on subsequent references. When the word “board” is used to refer to other boards of directors, always use lowercase.

## C

**career framework**—The knowledge foundation necessary to build a career path for project departments. It is a research-based progression of skills and experiences that document the journey from beginning- to advanced-level application of project principles including program and portfolio management.

**certification**—Interchangeable terminology for PMI’s professional designations of education and experience. The term “credential” is preferred, but “certification” is acceptable.

**Certification Department**—The PMI department administrating credentials (not “credentialing department”).

**chair**—Preferred over “chairman” or “chairwoman”. Do not use “chairperson” unless it is an organization’s formal title for the office.

**chapter (PMI)**—A type of PMI community based on geographic location. Always capitalize when part of a chapter’s official name, which should always be preceded by the acronym PMI (e.g., PMI Santiago, Chile Chapter).

**college (PMI)**—A type of PMI community based on a knowledge area of the *PMBOK® Guide*. Always capitalize when preceded by the acronym PMI (e.g., PMI College of Scheduling). Colleges are gradually being replaced by virtual communities.

**committee**—Capitalize when referring directly to the name of a PMI committee (e.g., the PMI Governance Committee). Lowercase in other uses, including when referring to two or more committees (e.g., the Executive and General Standing committees).

**community**—Refers to PMI chapters, specific interest groups (SIG) and colleges (e.g., The PMI Tulsa Chapter is a community based in Tulsa, Oklahoma, USA), as well as future types of communities, virtual and non-virtual, being established as part of PMI community transformation.

**community of practice**—One of the two models of PMI’s virtual communities. Members share the same concerns, problems or passion about a topic and deepen their understanding and knowledge by interacting on an ongoing basis.

**component**—A formal term that refers to PMI chapters, specific interest groups (SIGs), or colleges (e.g., There are currently 190 PMI component organizations.) Because it is not intuitive that PMI uses “component” in this manner, the writer should define components as consisting of chapters, SIGs and colleges when using the word.

**Component Mentors**—Are individuals who serve as a liaison between PMI and component and community leadership. Component Mentors provide advice, information and coaching to strengthen relationships as well as enhance two-way communications. Also referred to as “region mentors.”

**congress**—Use lower case in running text. Use initial cap when used as part of an event name (e.g., PMI Global Congress 2007—EMEA). See PMI Events entry in this section.

**credential**—Preferred term for project management certifications awarded by PMI’s Certification Department.

**credential holder**—Preferred term for someone who earns a PMI credential, (not “certificant”).

## D

**datelines**—For PMI press releases, it is generally accepted practice to use state abbreviations (as indicated in the AP Stylebook) with cities and to omit use of USA. (e.g., Newtown Square, Pa.) See Section 2 for an extended entry about this rule.

## E

**EMEA**—PMI region covering all of Europe, Middle East and Africa (EMEA). Spell it out on first usage and put the acronym in parentheses, then use the acronym on subsequent mentions.

**EMEA Service Centre**—The office based in Brussels, Belgium, and operated by partner, MCI, that handles customer care services for PMI's stakeholders in that region. See Section 6 for contact information.

**eReads & Reference**—An exclusive PMI member benefit, eReads & Reference provides online access to 250 complete and unabridged books from PMI and other leading publishers about project management, leadership, teams, cross-cultural business, knowledge management and more. Always use ampersand with this term.

**eSeminarsWorld<sup>SM</sup>**—An extension of PMI's SeminarsWorld<sup>®</sup> program taking place in a semi-synchronous online environment. Each course features discussion questions, individual and group assignments with classmates from all over the world and timely feedback from qualified instructors. "e" is always lowercase; use SM for trademark in first reference in a single piece of writing.

## F

**forum**— One of the two models of PMI's virtual communities. The forum is inherently open and discussion-board-driven so that people with an interest in a topic or affinity group can network and share ideas. The forum is fluid and allows people to quickly assemble as a need arises and is able to adapt as the needs or expectations of its members change.

## G

**global**—Preferred term over "international"

**global congress**—Capitalize when part of official congress title (e.g., PMI Global Congress 2008—EMEA). See PMI Events entry in this section.

**global standards**—Recommended term (not initial-capped) when referring to PMI's standards. The "global" adjective emphasizes the global nature of PMI and its deliverables.

**good practices**—When referring to the content of the *PMBOK<sup>®</sup> Guide*, use "generally recognized as good practice." Never use "best practice."

## I

**India Regional Service Centre**—The office based in New Delhi that handles customer care services for PMI’s stakeholders in that region. See Section 6 for contact information.

**the Institute**—Acceptable to use as a synonym for PMI and should always have the initial cap when used in this manner. Do not use “organization” as synonym for PMI. Prefer the use of the abbreviation “PMI” over “the Institute.”

**Internet**—Use upper case.

**intranet**—Capitalize only when referring to the PMI Intranet.

## K

**Knowledge Areas**—Always use initial cap when referring to the Knowledge Areas of the *PMBOK® Guide*. The Knowledge Areas include: Project Integration Management, Project Scope Management, Project Time Management, Project Cost Management, Project Quality Management, Project Human Resource Management, Project Communication Management, Project Risk Management and Project Procurement Management.

**Knowledge Shelf**—A component of the PMI Virtual Library, this online resource for project management knowledge contains peer-submitted articles and papers on a variety of topics for PMI members. Go to the Knowledge Shelf under Resources on PMI.org for submission guidelines.

## L

**Langley, Mark**—Mark Langley is PMI’s executive vice president and COO.

**Latin America congress**—Is acceptable synonym for PMI Global Congress—Latin America (Do not use Latin American congress)

## M

**Making project management indispensable for business results.®**—PMI’s brand promise. Preferred reference is initial cap of first word only (as listed) but all words can legally have an initial cap. Be sure to end with a period and always include registered mark.

**measurements**—Whenever units of measurement are referenced, please include the metric equivalent in parentheses. The road was one mile (1.5 km) long. In communication targeted for audiences outside the US, use metric measurements with the English equivalents in parentheses [e.g., 1.5 km (one mile) long]. Use [www.onlineconversion.com](http://www.onlineconversion.com) to assist you with specific conversions.

**megaproject**—Use one word, lower case unless it begins a sentence (then, it’s okay to use initial cap) or unless it is part of a title.

**Mega SeminarsWorld®**—Refers to four-day SeminarsWorld event. SeminarsWorld receives ® registration mark in first reference; Mega is kept separate from SeminarsWorld. Do not write MEGA.

**methodology**—The *PMBOK® Guide* is not a methodology; it is a guideline. You can say “Company X uses the *PMBOK® Guide* to assist them in creating methodologies.” Do not say “Company X bases their practices on *PMBOK® Guide* methodology.”

## N

**North America congress**—Is an acceptable synonym for PMI Global Congress—North America (do not use North American congress)

**not-for-profit**—Preferred format when referring to PMI’s tax status. (do not use “non-profit”).

## O

***OPM3***—The abbreviation should always be italicized. Use the superscripted registration symbol ® on first reference in text – not in a title.

***OPM3 ProductSuite®***—An advanced assessment of organizational project management maturity. Organizations work with a PMI Certified *OPM3* Assessor® or a PMI Certified *OPM3* Consultant® using sophisticated software tools to yield assessment data that is detailed, nuanced and actionable. Use the registration mark after “ProductSuite” on first reference only. Always italicize *OPM3* abbreviation. Do not use *OPM3®* Product Suite.

**Organizational Project Management Maturity Model (*OPM3®*)**—The global best-practice standard for enterprise improvement. On first reference in a single piece of writing, spell out expression and use italicized abbreviation with superscripted registered mark in parentheses. On subsequent reference, always italicize abbreviation, but the register mark is not needed.

## P

**PathPro®**—The online delivery tool for the career framework knowledge base.

**PM**—This abbreviation could stand for project management, project manager, program management, program manager, portfolio manager, etc. It is best to use abbreviations like this sparingly for clarity and to avoid confusion. For instance, if the term only appears a few times in a single piece of writing, it is best just to spell it out.

***PMBOK® Guide***—Spell out and italicize on first reference as *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*. Use *PMBOK® Guide* on subsequent references, always italicizing the term and using the register mark. If at all possible, refer to the correct edition, such as *PMBOK® Guide—Fourth Edition*. Separate the *PMBOK® Guide* name from the edition with an em-dash and no spaces. Do not italicize the edition name. See Sections 5 and 8 for more information.

**PMI® Bookstore**—is the entity that goes on site to global congresses to sell PMI books.

**PMI Certification Application/Renewal Agreement**—Official name of legal document pertaining to PMI credential holders and candidates. Document name cannot be abbreviated.

**PMI Code of Ethics and Professional Conduct**—Official name of legal document describing professional conduct required by PMI members and credential holders.

#### **PMI event names**

PMI® Global Corporate Council Executive Forum

PMI® Global Congress (insert year)—Asia Pacific (“Asia Pacific congress” acceptable)

PMI® Global Congress (insert year)—EMEA (“EMEA congress” acceptable)

PMI® Global Congress (insert year)—Latin America (Latin America congress acceptable)

PMI® Global Congress (insert year)—North America (North America congress acceptable)

PMI® Leadership Institute Masters Class

*PMI® Leadership Institute Meeting*

PMI® R.E.P. Forum

PMI® Research Conference (year)

**PMI® Global Congress (year)—location**—Use the registration mark on first reference in a single piece of writing since the global congress is a service/product of PMI.

**PMI India**—The office, based in Mumbai, that handles development of relationships with Indian government organizations and private industry to promote PMI products and services. See Section 6 for contact information.

**PMI® James R. Snyder Center for Project Management Knowledge & Wisdom**—Use the full, proper title on first reference in a single piece of writing. May use the abbreviated title of “Knowledge & Wisdom Center” on subsequent references.

**PMI logo**—See Section 4.

**PMI Marketplace**—is the online e-commerce destination.

**PMI.org**—Proper format to identify the PMI website. Also see “www.pmi.org” entry in this section.

**PMI Representative Offices**—There are currently two representative offices in Beijing, China and Washington D.C., USA, that focus on relationships with organizations in their regions. See Section 6 for contact information.

**PMO**—Abbreviation for “project management office” or “program management office.” Always spell out on first mention with abbreviation in parentheses.

**professional credentials**—PMI offers a family of professional credentials. See Section 2 for rules on listing credentials after an individual’s name. See section 3 for complete listing and legal marks.

**professional development units (PDUs)**—measuring unit used to quantify approved learning and professional service activities toward maintenance of PMI credentials. CAPM is the only credential that does not require PDUs but rather a re-exam. Always use lower case in running text for full term, use caps for abbreviation as shown.

**Project Management Institute (PMI)**—May also be referred to as “the Institute” but not as the “organization.” Use the registered mark ® when using PMI as an adjective that describes a product or service (e.g., PMI® certification program, not PMI members). You do not have to use the registered mark if you use PMI as a noun or as the trade name (e.g., PMI’s certification program). For internal audiences, it is not required to write it out on first reference. Do not use “the” before reference, name stands alone. Also covered in Section 5.

**project management terms and definitions**—Please consult the glossary of the *PMBOK® Guide* for a list of project management specific terms. If you do not have a copy of the *PMBOK® Guide*, it also can be accessed as a PDF via the PMI Members Area of PMI.org.

**project management body of knowledge**—Used when referring to the actual body of knowledge, not the guide to it or the PMI standard. Never use abbreviated “PMBok”.

## R

**Regional Service Centres**—There are currently three Regional Service Centres that support members in the Asia Pacific and EMEA regions as well as in India. See Section 6 for contact information.

**Registered Education Provider (R.E.P.)**—Correct abbreviation is R.E.P. (with periods) not REP or Rep. Always spell out in first reference. Plural second reference is R.E.P.s.

***Researching the Value of Project Management***—The full name of the multiyear survey, commissioned by PMI to analyze data on the value of project management. Use full title in all references. Do not abbreviate title.

## S

**SeminarsWorld®**—Classes offered to PMI members and non-members throughout the year, all over the world, for beginning, mid-level and experienced practitioners. They cover five areas including core competencies, specific application areas, people and leadership skills, tools and techniques, and strategic applications and afford participants credit toward obtaining or maintaining a PMI credential. Always use registered trademark with first reference.

**Soundview Executive Book Summaries**—Condensed versions of project management and business books offered to PMI members.

**specific interest group (SIG)**—A type of PMI virtual community based on industry or area of interest. Always use the full, legal name in first mention and capitalize [e.g., PMI Risk Management Specific Interest Group (SIG)]. Be sure to spell out on first usage; SIG is acceptable on subsequent references. SIGs are gradually being replaced by virtual communities.

## U

**United States**—Use USA without periods when part of address (e.g., Dayton, Ohio, USA); Use U.S. with periods when referring to organizations that have United States in their names (e.g., U.S. Department of Labor); U.S. can be used as an adjective, but not as a noun when referring to United States.

## V

**virtual communities**—A virtual community is a group of people from around the world primarily communicating or interacting with each other online with no geographic border. In 2009, PMI’s specific interest groups (SIGs) and colleges will start to transition to virtual communities as part of the Community Transformation Project. PMI’s virtual communities are centered around knowledge domain, industry and/or affinity, and will have two models that include communities of practice and forums. PMI members will be able to join any virtual community for one flat fee.

**Virtual Library**—An electronic repository of PMI conference and periodical literature.

## W

**Web**—Use initial cap when used independently (e.g., “...can be found on the Web”).

**website**—Lower case, one word.

**web-based**—Lower case.

**web page**—Lower case, two words.

[www.PMI.org](http://www.PMI.org) or [www.pmi.org](http://www.pmi.org)—Acceptable use of website name in formal writing

**worldwide**—Preferred term over “international”