Things to consider when using configuration management tool ( tips from Mohammed Hassan)

1. Do not write the version number in the file name
2. Do not delete any file from the CM , leave that file on the repository and archive it ( if you will not use it later), and create a new file on the repo.
3. Do not change the name of any file
4. Number of versions of a document in the history table of documents in project plan should be the same number of the actual files of that document in the repo of CM
5. Do not repeat any information in any document , you can refer to it by the ID or hyperlink