Document Control Procedure

Procedure Title

Procedure for Creating, Reviewing, Approving, and Maintaining Controlled Documents — Campus Booking System

Changes evaluated against affected ISO/IEC 25010 characteristics

Step 1: Document Initiation

- Product Owner (Jason Myers) drafts document
- Assigns:
    - Document ID
    - Classification
    - ISO/IEC 25010 quality attributes impacted

Step 2: Review

- Technical review by Tech Lead (Saad Alzamzami)
- Requirements review ensures traceability (Umaya Hassan):
    - Functional suitability
    - Reliability
    - Maintainability
    - Security (where applicable)

Step 3: Approval

- Formal approval recorded
- Approval must include:
    - Name
    - Role
    - Date
    - Version approved

Step 4: Release

- Document published to controlled repository
- Previous versions archived
- Access permissions enforced

Step 5: Change Management

- All changes require:
    - Change request
    - Impact analysis
    - Version increment
- Changes evaluated against affected ISO/IEC 25010 characteristics

Step 6: Periodic Review

- Scheduled review at defined intervals
- Mandatory review triggers:
    - Major SwiftUI prototype milestone
    - Security incident
    - MVVM architecture or epic scope change