Engineering File System Structure

Organization & use for shared engineering file resources, prioritizing efficiency & consistency -

Document Generation Procedure

Follow standardized templates (see this dir for templates)

Procedure:

- Unique dir for generation if useful (e.g. */NewFile*)

- Published non-editable at root (e.g. */NewFile/NewFile.pdf*)

- Editable version sits at child (e.g. */NewFile/Suppl/NewFile.docx*)

- Using source control (e.g. */NewFile/.git & /NewFile/.gitignore*)

- Released Versions are always tracked (e.g. *version numbers / dates / repos*)

- Directories follow a common naming and usage structure (*e.g. /NewFile/News/, /Ref/, /Web/, etc.*)

Document Distribution Procedure

Documents are distributed or shared following these requirements

- Visible revision number

- Distributed in final published (e.g. PDF, printed, etc.)

- All supplemental content distributed in a non-versioned ZIP file denoted *Suppl.zip* (e.g. docx origin form, etc.)