DOCUMENT MANAGEMENT

SPECIFICATION

**MECHATRONICS 4TB6**

**GROUP 2**

NATHAN FUJIMOTO

PRAKHAR GARG

JOSH GILMOUR

AARON JASS

TYLER JASS

FAUZIA KHANUM

JACK LIU

GAGAN SINGH

Table of Contents

[Revision History 3](#_Toc495422495)

[Document References 4](#_Toc495422496)

[Table of Tables 4](#_Toc495422497)

[Table of Figures 4](#_Toc495422498)

[Document Purpose 5](#_Toc495422499)

[1 Document Numbering 6](#_Toc495422500)

[1.1 Document Types 6](#_Toc495422501)

[1.2 Unique Document Numbers 6](#_Toc495422502)

[1.3 Document Revision Numbers 6](#_Toc495422503)

[2 Document Creation and Revision 7](#_Toc495422504)

[2.1 Creating a Document 7](#_Toc495422505)

[2.2 Revising a Document 7](#_Toc495422506)

# Revision History

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Rev** | **Author(s)** | **Description of Change** | **Peer Reviewed** | **Date** |
| - | T.Jass | Original Document | A.Jass | 10-Oct-2017 |

# Document References

|  |  |
| --- | --- |
| **Document Number** | **Document Name** |
|  |  |
|  |  |

# Table of Tables

N/A

# Table of Figures

N/A

# Document Purpose

The purpose of this document is to explain how document numbering, revision, and creation works.

# 1 Document Numbering

An example of a document number could be “SPEC0001-”. The purple text indicates the type of document, the green numbers indicate the unique number of this document type, and finally the red dash at the end is the variant of the document.

## 1.1 Document Types

|  |  |
| --- | --- |
| DOC | Generic or miscellaneous Document |
| SPEC | Specification Document |
| SRD | System/Subsystem Requirements Document |
|  |  |

## 1.2 Unique Document Numbers

Document numbers are generated using the document number reservation sheet DOC0001.

## 1.3 Document Revision Numbers

Document revision numbers start as a dash, then go to A, and then B, and continue alphabetically. Once reaching Z, revision numbering should continue as AA, AB, AC, and so on. The letter “O” should be excluded from revision numbers entirely so as to not be confused with the number “0”.

# 2 Document Creation and Revision

## 2.1 Creating a Document

Document creation is done first by reserving the number in the document number reservation sheet DOC0001. Please be sure to fill out all the other fields in the document as well. DOC0001 also serves as a master list of all the documents. It may helpful to have only one or two people who are allowed to reserve numbers (and have everyone else request it through them) to avoid duplicate numbers.

## 2.2 Revising a Document

When revising a document, it is recommended we use the “tracked changes” feature in the ***Review*** tab of Microsoft word. This helps to keep track of all the deltas/redlines. These redline documents should be saved with the same name as the document they as editing with **\_VXX\_YY** appended to it. **XX** = a two-digit number indicating the version, and **YY** = Initials of the person changing it. This is to avoid confusion among documents being changed by multiple people. As an example, if Tyler Jass were to create a redline document of this document he may call it “**SPEC0001-\_V01\_TJ.docx**”.

After a document change is made it should be reviewed by one or two relevant people and then a new document with the changes implemented is made (keeping the redline document as a historical reference). Keeping the same example as before, if they document were to be approved by the peer reviewers, the resulting document would be “**SPEC0001A.docx**.

# Appendices

N/A.