

Documents Drafting Policy

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Modified By :	Marc MARTINEZ
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Created by :	Marc MARTINEZ
Approved by :	Marc MARTINEZ
Confidentiality Level :	INTERNAL

Modification History

	Date	Author	Commentary
1.0	27/05/2022	Marc MARTINEZ	Creation of the document

Introduction

This document purpose is to lay out the specific way to write documentation for the present project.

Content

Document Storage

In this project, all documentation must be written and stored on the app Notion and stored in the appropriate section, for example documents written by the security group and related to security must be stored under the SEC section. Documents with general purposes and no specialisation relation can be stored under the general section.

Document Language and Content

By default and if possible all documents must be written in english. If necessary and possible another team member should take the time to translate documents in english.

Furthermore, documentation needs to be written as professionally as possible. Familiar language should be refrained from being used in the writing process.

Document Information Tab

All documents released for this project must have a Title and an information tab displaying the title, document version, document author, date of creation, confidentiality level and the last version author and time of modification. As well as who approved this document.

Here is a blank version of said information tab, you are highly recommended to use it :

Document Name :	
Version :	
Version Date :	
Modified By :	
Creation Date :	
Created by :	
Approved by :	
Confidentiality Level :	

Document version

All documents released for this project must have a document version. All documents starts at version 1.0.

All documents must have a list of all modifications of said document, in the form of a tab. This tab must show the version number, version author and a commentary on each version purpose.

Here is a blank version of said version tab, you are highly recommended to use it :

	Date	Author	Commentary
1.0			

You must update the information tab to display the last version number and author after each change .

Document Approval

Each document written for a speciality must be approved by a member of this speciality in the project. Each document written for general purpose must be approved by the “project manager” (Digital Transformation group member).

The information tab must display the name of the project member who approved the document.

The document author can approve the document if he is allowed to do according to the previous rules.

Document Confidentiality Level

Each document must have a confidentiality level, for security purpose.

Confidentiality level are set as follow :

PUBLIC : Document whose purpose is to shown externally to general audience.

INTERNAL : General work related document, can be shown to experts outside the project.

RESTRICTED : Documents not to be shown outside the group (excepts for reviews)

CONFIDENTIAL : Document has in dept information about architecture or secrets of the application. Especially concerned passwords extracts and autentifications identifiants.

Document Introduction

If possible, each document must be started with a small introduction to the document.

The introduction must be located right after the information and version tabs.

The instroduction must be followed immediatly by the content of the document.