

Detailed breakdown of the naming convention components and a table of suggested standard abbreviations for document types, based on the structure proposed ([Country]\_[Document Type]\_[Title]\_[Version]\_[YYYYMMDD]).

1. Naming Convention Structure Explained

This table breaks down each part of the proposed convention. Using delimiters (like underscores `_`) between components is highly recommended for readability.

Component	Description	Example (using <code>_</code> delimiter)	Notes & Recommendations
[Country]	A standard code representing the relevant country (e.g., ISO 3166-1 alpha-3).	CAN	Define the standard codes relevant to the projects/organization (e.g., CAN, USA). Ensure consistency.
[Document Type]	A standard abbreviation identifying the document's category or purpose (see detailed table below).	SOP	<b>Crucial:</b> Maintain a controlled, documented list of approved abbreviations. Avoid creating new ones ad-hoc.
[Title]	A concise, descriptive title for the specific document content.	UserAccountSetup	Use CamelCase or underscores_instead_of_spaces for compatibility and clarity. Keep it meaningful but reasonably short.

[Version]	Identifier for the document's version.	v1.2	Define a clear format (e.g., vMajor.Minor -> v1.0, v2.1 or vMajor-Minor -> v1-0, v2-1). Specify how draft vs. final versions are noted.
[YYYYMMDD]	The date associated with this specific version of the document.	20250424	<b>Crucial:</b> Define clearly what this date represents (e.g., Date Approved, Date Last Saved, Date Published). Use a consistent definition.
<b>Delimiter</b>	A character separating the components.	_	Underscores (_) or hyphens (-) significantly improve readability. Choose one and use it consistently.

**Example with Delimiter:** CAN\_SOP\_UserAccountSetup\_v1.2\_20250424.docx

## 2. Common Document Type Abbreviations

This table provides a starting list of abbreviations for the [Document Type] component. This list should be formally adopted, documented, and potentially expanded based on your organization's specific needs.

Abbreviation	Meaning	Example Use Case
<b>AGD</b>	Agenda	Meeting Agenda
<b>ANL</b>	Analysis	Data Analysis, Gap Analysis

<b>ARC</b>	Architecture Document	System Architecture, Solution Architecture
<b>BLD</b>	Build Document	Software Build Instructions, Deployment Build Notes
<b>BRD</b>	Business Requirements Document	Requirements Gathering Output
<b>BUD</b>	Budget	Project Budget Spreadsheet, Department Budget
<b>CFG</b>	Configuration Document	System Configuration Settings, Setup Guide
<b>CON/CTR</b>	Contract/Agreement	Client Contract, Vendor Agreement, SLA
<b>CRQ</b>	Change Request	Project Change Request Form, System Change Request
<b>DEP</b>	Deployment Plan	Software Release/Deployment Steps
<b>DES</b>	Design Document	System Design, UI/UX Mockups, Database Design
<b>DRM</b>	Data Request Management	Data Request Forms/Logs

<b>FRM</b>	Form	Expense Form, Time Off Request Form, Intake Form
<b>GUI/MAN</b>	Guide/Manual	User Guide, Administrator Manual, Style Guide
<b>INF</b>	Information/General Document	General Info Pack, Fact Sheet (Use sparingly)
<b>INV</b>	Invoice	Client Invoice, Supplier Invoice
<b>LL</b>	Lessons Learned	Project Post-Mortem Report, Phase Review Findings
<b>LOG</b>	Log	Issue Log, Risk Log, Decision Log
<b>MIN/MOM</b>	Meeting Minutes/Minutes of Meeting	Record of meeting decisions and action items
<b>PLN</b>	Plan	Project Plan, Test Plan, Communication Plan, Rollout Plan
<b>PMP</b>	Project Management Plan	Overall project governing document
<b>POL</b>	Policy	Company Security Policy, HR Policy, Data Policy

<b>PRE/PRES</b>	Presentation	Project Kick-off Slides, Training Presentation, Sales Deck
<b>PROF</b>	Profile	System Profile, Vendor Profile
<b>PROP</b>	Proposal	Sales Proposal, Project Proposal, Change Proposal
<b>REQ</b>	Requirements Document	Functional Requirements, Non-Functional Requirements
<b>RPT</b>	Report	Status Report, Financial Report, Test Summary Report
<b>RSK</b>	Risk Assessment/Register	Project Risk Register, Security Risk Assessment
<b>SCH</b>	Schedule	Project Schedule, Release Schedule
<b>SOP</b>	Standard Operating Procedure	Formalized, controlled operational procedure
<b>SOW</b>	Statement of Work	Defines project scope/deliverables for client/vendor
<b>SPC/SPEC</b>	Specification	Technical Specification, Functional Specification

<b>TPL</b>	Template	Document Template (e.g., Word Template Master)
<b>TRN</b>	Training Material	Training Slides, Exercise Files, Curriculum
<b>TST</b>	Test Document (Plan, Case, Script)	Software QA Documentation (e.g., TSTPLN, TSTCAS)
<b>WBS</b>	Work Breakdown Structure	Project Task Hierarchy Document
<b>WI/PROC</b>	Work Instructions/Processes	Step-by-step instructions (potentially less formal, lower level than SOP)

### 3. Full Examples (Using \_ Delimiter)

- [CAN\\_PMP\\_IMSARProjectPlan\\_v1.0\\_20250330.docx](#) (Project Management Plan for IMSAR, Version 1.0, Approved March 30, 2025)
- [USA\\_SOW\\_ClientABCPhase2\\_v2.1\\_20250415.pdf](#) (Statement of Work for Client ABC Phase 2, Version 2.1, Sent April 15, 2025)
- [CAN\\_RPT\\_MonthlyStatus\\_v1.0\\_20250424.xlsx](#) (Monthly Status Report, Version 1.0, for period ending April 24, 2025)
- [CAN\\_SOP\\_HardwareProvisioning\\_v3.0\\_20250110.docx](#) (Standard Operating Procedure for Hardware Provisioning, Version 3.0, Approved Jan 10, 2025)
- [CAN\\_DES\\_SystemArchitectureOverview\\_v0.9\\_20250420.vsd](#) (Draft Design document for System Architecture, Version 0.9, Saved April 20, 2025)

#### Important Notes:

- **Consistency is Key:** The biggest benefit comes from everyone using the *exact same* conventions and abbreviations.
- **Controlled List:** The list of [Document Type] abbreviations should be centrally managed, documented (e.g., PMP or a separate standards document), and communicated. We should avoid users making up their own abbreviations.

- **Metadata First:** In SharePoint, metadata is often more powerful for searching and filtering than relying solely on filenames or folders. This naming convention complements, but doesn't replace, good metadata practices.
- **Training:** Users will need to be trained on the standard and the list of abbreviations.