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Module 3

Version control is very useful to identify changes made in documents, to avoid confusion and to make sure that everyone works effectively. Without a proper system, it is possible that team members may misplace the changes, may be using the wrong files, or may overwrite some important information accidentally. In order to identify the best practices, we will use the recommendations of Filestage, the University of Aberdeen and the National Center for Complementary and Integrative Health (NCCIH) and compare and contrast them.

Filestage, the University of Alberdeen, and NCCIH all agree that it is necessary to define file names clearly in order to be able to distinguish between the different versions. The Filestage source advises that centralizing feedback and simplifying it in order to identify different versions is key. The University of Aberdeen source highlights the importance of incorporating version numbering in the file names and maintaining a version control table in the documents. Lastly, the source from NCCIH expands on the suggestions by highlighting the importance of teams putting dates on their revised documents and distinguishing between the draft and end result. Some of the practices are still valid, and managing changes by hand using a version control table seems outdated.

The most important version control practices are the following: keeping consistent naming conventions, defining how often the updates should be made, writing a short description if there are changes made, and restricting access to documents. When applied correctly, mistakes will be avoided, the work will be completed at a much faster pace, as well as everyone will be using the most up to date versions of the documents.