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Assignment 3.2

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Version Control Guidelines

To understand Version Control Guidelines, it is important to comprehend what Version Control is in the first place. Simply put, Version Control is in the form of software that allows for a file to be tracked throughout its changes and allows users to easily collaborate with those files. Therefore, a version control guideline monitors and ensures there is accuracy adhered to in the documents and code that get added over time. Defining good version control guidelines can be detrimental to ensuring that everyone who is working on the project is using the most up to date version of their project, thus allowing for proper tracking. Additionally, using guidelines can help maintain an audit log or any modification, which can be beneficial for any project.

Version Control Guidelines are constantly being updated by different sources, as it includes *their* take on what should be considered. However, it should be noted that following just one source may not be the most beneficial form of gathering information for your company (or individual project) guidelines. Therefore, researching and developing your own guidelines may be the best option.

After reviewing three sources I found there to be a lot of information that may pose to be useful for creating these guidelines. Of course, not each guidelines was exactly similar to one another; however, it was able to create a synopsis of the idea of what is to be desired. Therefore, taking the key ideas for each of these resources can help identify current needs. From the first article, *Document Version Control: a guide to effective version management,* an emphasis on why not VC (version control) guidelines having is flawed, and even provides how to establish guidelines. The biggest take away I was able to identify was three main points for creating a guideline:

* Define naming conventions
* Create a version numbering system
* Implement protocols for saving files

While there may be more in-depth ideals, these key points highlight a starting necessities of version control guidelines.

Often, the term documented version control is used, and it emits the same idea of version control guidelines. Document version control establishes rules for ensuring that all processes are recorded to ensure better collaboration and that follows in tandem with version control guidelines. In the article, *what is Document Version Control,* a more in-depth history is provided that elaborates on the importance and start of this practice. Even more commendable, the article had a guideline that followed closely to the ones previously:

* Conventional naming practices
* Use workflow
* Utilize cloud-based document control

Although we see a new introduction of cloud-based document control, a similar idea is portrayed with the protocols for saving files. Additionally, a great majority of companies have transferred to using cloud-based software, making the guidelines feel a bit out of touch. Thus, leaving for a desire to explore yet another article. Providing a more in-depth view of these guidelines, the article, *Mastering Document Version Control: A comprehensive Guide for 2025,* not only felt like a breath of fresh air for defining the guidelines but also provided reassurance that these guidelines would be the most effective as of now. The key points that were listed in this article are:

* Practical naming conventions
* Ensure proper version control software
* Set permissions and access controls
* Formalize versioning protocols
* Train staff

From the three sources there were many commonalities that can be almost guaranteed needing to be added to a guideline; however, there were also few that are missing as well. Taking from the commonly mentioned points, I found it necessary to include useful/practical naming conventions; Cloud based documentation, since it grants everyone the ability to access it; and formulating versioning protocols, as it can be beneficial to ensure everyone is following similar documentation practices. Another point I would add in a version control guideline would be to keep commit history clean to implement useful commit messages; additionally, I would want to add to run test locally, thus ensuring that the code you are about to push is valid. Therefore, the version control guidelines just established would be:

* Practical naming conventions
* Cloud-based documentation
* Formulating versioning protocols
* Keep commit history clean
* Run test locally

References:

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