This guideline is applied for selected project documents. For the document not coming to these categories prefix T15 and the version number is required in the ID and filename.

The document ID, code for the object, type and version must be specified in document log sheet upon releasing the document to wiki.

I. Document ID

The document ID should follow below described rules and formats

|  |  |  |  |
| --- | --- | --- | --- |
| **Prefix** | **Type** | **Object** | **Version** |
| T15 | PRI  FIN | SYS  POW  SEN  MCU  LCD  PCB  PRG | V# |
| GEN | SCH  PRD  MAN  TEST  GUI  PO |
| SPE  DAT | Will be a Tag name of the component. |
|  |  |
|  |  |

**Legend:**

T15: Team ID

Object: the specific object that the document is related to.

SYS: the entire system

POW: power block

SEN: detection block

MCU: Microcontroller

LCD: the LCD module

PCB: Printed circuit board

PRG: program (coding)

MAN: operation and maintenance manual

SCH: schedule

PRD: project requirement

SPE: the specification of component/part

DAT: the data sheet of component/part

TEST: Testing plan

GUI: Guideline

LOG: document log sheet

PO: purchase order log sheet

Type: type of document

PRI: primary schematic/design

FIN: Final schematic/design

GEN: general document

Version: the version of current document. Initial version will be V1.0

Format: Predfix\_ Type\_ Subject\_Version

Example:

T15\_ PRI\_ SYS\_V1.0: team T15, primary schematic of the system version 1.1,

T15\_ FIN\_ POW\_V1.0: team T15, final schematic of power supply block, version1.0

II. File name:

Whenever possible, use the document ID for the filename.

III. Document format:

* The header of document should have following information: Team name (T15), document tittle, and page#
* The footer should have : document ID, version, location and the date of release of document