**Document Version Numbering**

The version scheme described below is built on a two, two-digit version number and status:

Version Identifier

01.02\_{Status}  
| | |  
| | |  
| | +---- {Status} (See examples below)  
| +------- Increment for each new revision  
+---------- Major project phase

**An Example:**

A typical document will traverse through the following States:

Initial Draft  
SME Review  
SME Review Resolution  
Tech Review  
Tech Review Resolution  
Standards Review  
Standards Review Resolution  
Publication Review

|  |
| --- |
| Initial document developed by {author}. |
| ASG\_API Playbook\_09.01 Exception Handling Approach Section\_01.00\_Initial Draft {author}.docx |

|  |
| --- |
| SME Review task is assigned to {SME reviewer} and a SME Review is performed. |
| ASG\_API Playbook\_09.01 Exception Handling Approach Section\_01.01\_SME Review {SME reviewer}.docx |

|  |
| --- |
| SME Review is complete and resolved (i.e. edits are accepted/reject and comments addressed) by {author}. |
| ASG\_API Playbook\_09.01 Exception Handling Approach Section\_01.02\_SME Review Resolution {author}.docx |

|  |
| --- |
| A Tech Review task is assigned to {tech reviewer} and a Tech Review is performed. |
| ASG\_API Playbook\_09.01 Exception Handling Approach Section\_01.03\_Tech Review {tech reviewer}.docx |

|  |
| --- |
| {tech reviewer} asks for assistance from {tech reviewer2}. {tech reviewer2 would increment the revision to provide input. |
| ASG\_API Playbook\_09.01 Exception Handling Approach Section\_01.04\_Tech Review {tech reviewer2}.docx |

|  |
| --- |
| Tech Review is complete and must be resolved by {author} |
| ASG\_API Playbook\_09.01 Exception Handling Approach Section\_01.05\_Tech Review Resolution {author}.docx |

|  |
| --- |
| A Standards Review is conducted to verify consistency and proper usage of terms by {standards reviewer} |
| ASG\_API Playbook\_09.01 Exception Handling Approach Section\_01.06\_Standards Review {standards reviewer}.docx |

|  |
| --- |
| Standards Review is complete and must be resolved by {author} |
| ASG\_API Playbook\_09.01 Exception Handling Approach Section\_01.07\_Standards Review Resolution {author}.docx |

|  |
| --- |
| The document is published and verified by {publisher}. |
| ASG\_API Playbook\_09.01 Exception Handling Approach Section\_01.08\_Publication Review {publisher}.docx |