**Document Version Numbering**

There are many schemes for identifying an artifact’s version. As ASG artifacts are principally documentation, we will build a scheme that represents the events associated with development, review and approval of these artifacts.

Candidly, there are many schemes that could work for ASG. No scheme likely satisfies everyone’s preference or all situations. The main reason for providing the guidance herein is to achieve consistency within the organization by adopting one standard practice.

The scheme described below is built on a three-digit version number, status and optional event date as follows:

Version Identifier

01.02.03\_STATUS\_[Optional Calendar Event Date]  
| | | | | yyyy.mm.dd.a (Year, Month, Date, Sequence)  
| | | +- Document state (DRAFT, REVIEW, APPROVAL, FINAL)  
| | +---- Minor (spelling mistakes), no signature required  
| +------- Publish Event: increment for each status change or when published  
+---------- Major project phase

The difference between this scheme and one that is commonly followed is the assignment of the Major number. A typical scheme follows this pattern: 0.1, 0.2, 1.0. Where 1.0 is the “final approved version.”

The scheme described below starts with a Major number that is considered to be the target version for release. In other words, it starts with 01.00.00\_DRAFT as the first draft and finishes with 01.05.00\_FINAL (an example) as the final approved version.

By using this scheme, one can see that everything related to the development of version 01 can be grouped together, culminating in a final approved version. Thus, when Phase II of the project is initiated as the next major release, the Version Identifier starts with 02.00.00\_DRAFT as the first draft of the project’s Phase II.

Here are some key features of the Version Identifier scheme:

* Each number in the Version Identifier is two digits, to support correct sort order of all artifacts versions.
* The Major number represents a major phase of a project in the portfolio. The first Major number in a project is 01. When phase II of the project starts, the Major number becomes 02.
* The second number in the Version Identifier is related to a publishing event. That is, whenever a revision of a document is released (e.g. for elicitation, elaboration, review, approval) this number is incremented to distinguish it from other revisions.
* The third number represents very minor updates to the document that do not require the document to be re-approved. This would include, for example, minor spelling, grammatical or correcting erroneous references.
* The state indicator in the Version Identifier represents the life cycle state of the document. It should be one of the following: DRAFT, REVIEW, APPROVAL, FINAL.

**An Example:**

In this example Sue is a Business Analyst developing the API project’s first Capability Matrix.

Sue will start the Capability Matrix with a filename of:   
“ASG\_API\_Capability Matrix\_01.00.00\_DRAFT.xlsx”

As the Capability Matrix is developed and saved to [Source Control] it will be updated (perhaps repeatedly) in [Source Control] with the same file name  
“ASG\_API\_Capability Matrix\_01.00.00\_DRAFT.xlsx”

If there are several elicitation or working sessions of this document where the document may be shared with different groups over multiple sessions, Sue may increment the Publish Event number to distinguish the changes occurring during those sessions. For example:

1st collaboration session: She may distribute the document as  
“ASG\_API\_Capability Matrix\_01.00.00\_DRAFT.xlsx”.

After the session, she will update the document with changes from the session and save it in  
“ASG\_API\_Capability Matrix\_01.01.00\_DRAFT.xlsx” where it can be further distributed.

2nd collaboration session: She will distribute the document as  
“ASG\_API\_Capability Matrix\_01.01.00\_DRAFT.xlsx” (in this example, there isn’t a higher revision as no additional changes have been made).

After the session, she will update the document with changes from the session and save it in  
“ASG\_API\_Capability Matrix\_01.02.00\_DRAFT.xlsx” where it can be further distributed.

When it comes time for distributing the document for review, she will rename the document as  
“ASG\_API\_Capability Matrix\_01.03.00\_REVIEW.xlsx”. Note the publishing event has been incremented (this is to keep the order correct when the various states may not sort correctly.

Once all review feedback is received and Sue has incorporated the reviews into the document she will distribute it for approval as  
“ASG\_API\_Capability Matrix\_01.04.00\_APPROVAL.xlsx”.

Once approval has been obtained she will rename the document as  
“ASG\_API\_Capability Matrix\_01.05.00\_APPROVED.xlsx”.

Optionally the file name may contain a date designator to assist the tracking process. If provided the designator is yyyy.mm.dd.a, for example:

2018.06.15.a  
2018.06.15.b  
2018.06.16.a