Project Team

Version control strategy

Document history

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| --- | --- | --- | --- | --- |
| Version | Date | Author | Changes | Valid from |
| 1.0 | 19-Jul-2016 | Changming Wu | Edit | 19-Jul-2016 |

Table of Contents

[1 Version Control Strategy 3](#_Toc459284044)

Document Name and Version

Project Name

# Version Control Strategy

All document are to have project name printed on the top left hand side of the header, and the name of the document with version number on the top of the right hand side of the header. On the bottom of each page is the footer, the left hand side is the path of where the document store, and the right hand side is the number of each page.

Version of each document is only apply to document that needs to be change or update. Version is not apply to Project Diary, Personal Log and Time Card, as it update daily.

Version number will be added follow the name of each document name.

Example:

Development Phasev1.0 – this is the 1 first version of this document as v1.0 stated after the name of the document.

Development Phasev1.1 – this is the second version of this document as v1.1 stated.

For the lasted version of each document look for the largest number.

Document Path

Page Number

The path of where this document is saved

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