# Terms and abbreviations

DMS Document management system – the system controlling the creation, format & administration of project documents

TTL Technical Team Leader – the individual with the ultimate responsibility for technical design decisions (hardware & software) in the project.

PM Project manager – the individual responsible for planning and the management of project resources such as time, budget and staffing.

DDS Abbreviation of design, development and testing.

WIP Abbreviation of work in progress.

# Disclosure project document management

Before any project work is produced guide lines must be set for document management. The goal of the document management system is to ensure:

* That the full scope of the documentation can be assessed and checked for completeness.
* That the documentation is organized for easy access.
* The documentation is version controlled for traceability.
* The documentation is protected from loss.
* Access to the documentation is limited to those with the correct privileges.

## Definition of a document and its properties

Documents are:

* Document meta data
* Procedures governing design, development and test
* Meeting protocols
* Test protocols
* The development diary
* Code, both for the disclosure system and its test code
* Templates
* Third party software necessary for the Development, Test or Production Environments

All documents shall be given a unique number for unambiguous identification. The numbers shall also serve as a guideline to the purpose of the document. The numbers shall therefore consist of 2 digits separated by a full stop. The first digit will define the documents purpose and will be set according to the list below. The second digit will be a series och sequential numbers with no other purpose than to serve as a unique identifier.

* 1.x – DMS Metadata Templates and project administration
* 2.x – Design documentation
* 3.x – DDT procedures
* 4.x – Production procedures
* 5.x – DDT protocols
* 6.x – Code
* 7.x – 3rd party software
* 8.x – User documentation

## Document creation

All documents will have a document owner. The document owner is the project member that made the initial decision that the document is necessary. All documents are officially created during a project meeting where the document owner must argue the need for a document. Document creation should be approved by the PM or TTL. Upon creation the document is assigned a unique number and title and entered into the document list (document 1.3.)

## Document format

All documents are to be written in English. All documents (excluding code) will be saved in the .docx format of Microsoft Word 2010. If newer versions of Microsoft Word are used then backward compatibility to Word 2010 must be ensured.

All documents will be based upon the disclosure document template to provide a consistent look and feel and to easily identify the document as a disclosure project document. Each document till will have its document number and title in the documents header such that it will be repeated on every page. Each document will have the name of the document owner the page number and the total number of pages in the footer such that it is repeated on every page. The inclusion of the document owner serves as a guideline for who to turn to if a project member has questions pertaining to the document. The page number and number of pages ensure that the reader of any printed materials can validate the completeness of the document.

## Document versioning

The document itself need not contain version information of a change log. The responsibility of version control rests on the version control system. The version control system for all documents will be Github. A new version of all edited documents shall be submitted at a minimum at the end of each work cycle. This is a requirement regardless of whether the cycle has been successfully completed or not. Project PCs will be equipped with a secondary hard drive to back up for work in progress. Work in progress should be backed up as the end of each workday.

## Document access

Document access is managed by the TTL, and granted by the TTL or PM. Initially all project documentation will be available to the complete project team and will only be restricted should the need arise. WIP will initially be restricted the project member working on the material but again this rule will be change should the need arise.

## Code documents

Code has a different function to text documents in the project, however all code in the disclosure system are documents insofar as:

* Code is backed up according to DMS
* Code is version controlled according to the DMS
* Code has an owner defined by the lead developer for the particular module.
* Code modules are to be entered into the document list

The document management of code will differ as:

* Code cannot use the document template but is instead subject to the coding guidelines document.
* Documents numbers should not be included in the module name, instead the modules code should be stored in o folder withe the document number and module title as the folder name.