Melissa Lawrence, CSD 380, Assignment 3.2, 11/10/2024

**Guidelines:**

**GetGuru’s Document Version Control: A Comprehensive Guide for Project Managers**

* Version Tracking: Track who made changes, when they were made, and what was changed.
* Restoration: Easy recovery of previous versions.
* Collaboration: Allow multiple team members to work together without overwriting each other's work.
* Accountability: Helps identify potential issues and the individuals responsible for corrections.
* Reduction of Errors: Ensure everyone is working on the most current version, avoiding double work.
* Manual Methods: Mentioned as an approach for managing version control.

**GitLab’s Version Control Best Practices**

* Incremental Changes: Commit small, manageable code changes.
* Atomic Commits: Each commit should be a single unit of work.
* Branching: Separate work in progress from stable code.
* Documentation: Maintain clear and comprehensive documentation for all changes and processes.
* Code Reviews: Establish a process for feedback and quality assurance.
* Facilitate Collaboration: Use strategies like branching and merging to include diverse team experiences.

**NIH’s Version Control Guidelines**

* Document Dates: Record creation or revision dates.
* Version Numbers: Clearly identify the current version.
* Consistency: Keep version names consistent between draft and final versions with clear numbering.
* Change Lists: Maintain a cumulative list of changes from previous versions.
* Approval Process: Ensure all versions are reviewed and approved by relevant stakeholders before finalization.

**Comparison and Contrast**

* Version Tracking and Accountability: Both GetGuru and NIH emphasize the importance of tracking changes, maintaining a clear history of who made changes, when, and what was changed.
* Incremental Changes and Atomic Commits: GitLab advocates for making small, incremental changes and keeping commits atomic, ensuring each commit is a single unit of work. This detailed approach isn’t explicitly mentioned by GetGuru or NIH.
* Collaboration: GetGuru and GitLab both stress the importance of collaboration. GitLab provides more detailed practices, such as using merge requests and conducting code reviews, to facilitate teamwork.
* Documentation: Both NIH and GitLab emphasize the importance of documentation. NIH focuses on naming documents consistently and maintaining cumulative change lists, while GitLab highlights clear and comprehensive documentation for all changes and processes.

**Guidelines Not Relevant Today**

* GetGuru’s mention of manual methods for version control might not be relevant today, given the advanced capabilities of systems like Git.
* NIH's mention of Centralized may be less relevant as modern practices often favor distributed version control systems like Git for improved collaboration and flexibility.

**My List of Important Guidelines**

* Consistency: Maintain consistency in version numbering and documentation across all documents. This approach is simple yet highly effective.
* Version Tracking: Crucial for keeping a clear history of changes, helping to track who made modifications and when.
* Atomic Commits: Ensure each commit is a single unit of work, making it easier to review and revert changes when needed. This is a best practice for managing rollbacks efficiently.
* Branching: Separate work in progress from stable code to reduce the risk of introducing bugs. This strategy helps maintain code stability and organization.
* Code Reviews: Facilitate collaboration and improve code quality by allowing team members to review and provide feedback on changes.

**References:**

GetGuru. (n.d.). *Document version control: A comprehensive guide for project managers*. Retrieved November 6, 2024, from <https://www.getguru.com/reference/document-version-control>

GitLab. (n.d.). *Version control best practices*. Retrieved November 6, 2024, from <https://about.gitlab.com/topics/version-control/version-control-best-practices/>National

Institutes of Health. (2015). *Version control guidelines*. Retrieved November 6, 2024, from <https://files.nccih.nih.gov/s3fs-public/CR-Toolbox/Version_Control_Guidelines_ver2_07-17-2015.pdf>