Office and Project Data Life Cycles

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|  | Data | Office | Project |
| A project is creted by Office member | UncontrolledProvate | UncontrolledOffice | UnControlledProject |
| Some data is being shared between geotechnical team Office members. | UncontrolledPrivate  UncontrolledOffice | UnControlledOffice | UncontrolledProject |
| Some data hardens having being checked, verified and approved | UncontrolledPrivate  UncontrolledOffice  ApprovedOffice | UncontrolledOffice | UnControlledProject |
| Some data is released for project team consumtion | UncontrolledPrivate  UncontrolledOffice  ApprovedOffice  ApprovedProject |  |  |
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The office admin must have mechanism for fully controlling access to data., visibility and editing

Project admin must have mechanism for mechanism for access to data visibility and editing

Once something is approved it cannot ever be edited, a copy can be taken and edited and re-saved as a new version, but the approved version cannot change.

Data is editable as Uncontrolled and readonly when Approved.

Data is shared at Office levels and Project levels.

When a project is completed and closed down all data Uncontriolled and Approved must become readonly.