



LhARA Document Naming Convention, Server Structure & Storage

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Document approval record:

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Change record

Version	Changes to document	Author	Date
0.1	1 st draft	CW	19/9/22

UKRI STFC server link:

SharePoint server link:

1. Introduction

This document describes the document naming convention and file server structure for ITRF project documentation. The guiding principles behind the proposals are:

- that the convention should be intuitive
- that document naming convention and folder structure should enable the document to be found very quickly
- that the system conforms to STFC Daresbury Laboratory ISO9001 Quality Management System
- that the document naming is consistent, efficient and not a burden
- that document names should be kept as short as practical while also be meaningful.
- that the convention should be flexible enough to allow further development on various platforms

The STFC server location for ITRF documents is <\\fed.cclrc.ac.uk\Org\NLab\ASTeC-TDL\Projects>

The external server location for ITRF documents is [Ion Therapy Research Facility - Home \(sharepoint.com\)](#)

The folder structure is a best practise guide and can be amended by the user to meet the specific needs of each project or work package. All users are strongly encouraged to keep the main structure and naming as close as possible to that described in this document to achieve common practise across the project. The aim is to maintain a standard approach across the project.

Documents generated by the LhARA collaboration that are stored in the ITRF documentation store must have dual document names. The original LhARA document name on the master copy of the document and the ITRF document name on a pdf copy of the document. The copy on the ITRF server must be treated as a **read only pdf copy** that **must not be modified** to avoid multiple copies of the same document, thus protecting version control.

Master LhARA collaboration documents are stored on the LhARA [wiki](#)

The aim is that the server is not just a repository for final documents to be stored. All users are encouraged to store all project documents (even work in progress draft documents) on the common ITRF server so that all project staff have access to the current information.

When a document is revised the previous version should be moved to a folder called **Archive**, which resides in each level 3 folder.

2. Document Numbering System

Documents should be numbered according to the following convention:

Level1-level2-level3- level4-number-version-description.document type

Level 1

Level 1 is the top level name of the **project**, the placeholder for which is **ITRF**. We will be using the Wiki as a store accessible by all, the level one file name will therefore be somewhat longer than would otherwise be the case. I have made a page on the wiki :

wiki:Research/DesignStudy/ITRF/Documents/

This will be the page from which all documentation will be linked.

Level 2

Level 2 maps directly onto the **project stage**. I have created 3 pages, PA1. PA2 and Construction, 'PA1' will be the first 2 year Preliminary activity, 'PA2', years 3-5.

Level 3

Level 3 maps directly onto the **discipline** or **work packages**

Level 4

Level 4 identifies the **type of document**. A list of level 3 tags is given below; these may be added to if an appropriate type is not listed.

The Number

The number tag should be sequential in the project document store, starting from **0001**. There should be no gaps and leading zeros should be included. As the document store structure and the naming convention are based around the work areas the allocation of this number is the responsibility of the project or work package managers.

When a document is in multiple parts, for example a Word document with an associated spreadsheet, then the second and any subsequent parts should have a single character added to the end of the document number to distinguish the parts and to make the ordering obvious, *i.e.* a, b, c *etc.*

For example, a Word document with an attached spreadsheet and diagram can be numbered:

1272-pa1-eeng-rpt-0001-v1.0-power-supply-design-report.doc
1272-pa1-eng-rpt-0001a-v1.0-power-supply-report.xls
1272-pa1-eng-rpt-0001b-v1.0-power-supply-design-report.jpg

The Version

The version tag should follow the number to identify the document version control

- v0.1, 0.2 etc. for draft (unapproved) documents
- v1.0 for the first approved version (issue)
- v1.1, v1.2 for draft (unapproved) updates to an approved version
- v2.0 for a second approved version (issue)

The Description

The description tag is **optional**, and should be used to briefly give an idea of the file content. For technical reports this may be the abbreviated report title, or date in the form yyyy-mm-dd (2022-08-08)

The Document Type

The document type tags are generated automatically.

Multiple Documents

Documents must only exist in one location of the internal server. Documents must have a unique number. Multiple copies of the same document must be avoided unless for example the document is a **read only pdf version** for supply to a collaborator or supplier. See also LhARA collaboration documents on the ITRF server described in section 1, page 2.

Level 1	Level 2	Level 3	Level 4	Description
1272				ITRF
	pa1			Preliminary Activity 1 (CDR)
		ac		Advisory Committee (agendas, minutes, presentations)
		acc		Accelerator Documents
		bid		Business Innovation Directorate (bids etc.)
		cern		CERN Collaboration
		cdr		Conceptual Design Report Materials
		civ		Civil Engineering
		ctrl		Control Systems
		diag		Diagnostic Systems
		eeng		Electrical Engineering
		inst		Instrumentation Documents
		lpt		Lasers, Plasma Systems and Target
		ITRF		Documents copied to ITRF Server
		mag		Magnet Systems
		meng		Mechanical Engineering
		ops		Facility Operations
		pb		Project Board
		pm (wp0)		Project Management
		qual		Quality Management
		ref		Reference Documentation
		rf		Radiofrequency Systems
		sa		Survey and Alignment
		sci		Science Themes Working Group (incl. Radiobiology)
		she		Safety, Health and Environment
		tserv		Technical Services Engineering
		vac		Vacuum Science and Technology
		wp2		ITRF Facilities and Costing work package management
		wp3		Conventional Technology work package management
		WP1.1		LhARA Project management
		WP1.2		Laser driven proton and ion source
		WP1.3		Proton and ion capture
		WP1.4		Ion-acoustic dose mapping
		WP1.5		Novel end-station development
		WP1.6		Design and Integration
				Document types
			agn	agenda for meetings
			cal	calculations
			code	computer program/code/source etc.
			dsn	design note
			dwg	drawings
			est	estimates
			fig	figures

		fin	finance
		fea	finite element analysis
		form	form (e.g. standard forms, templates)
		min	minutes
		misc	miscellaneous
		news	bulletin/newsletter
		para	parameter list
		pho	photographs
		pmp	project management plan
		proc	procurement
		prop	proposals
		prs	presentations
		ppl	project plans (schedules)
		press	press notice
		qual	quality assurance
		ref	reference documentation (not STFC owned documents)
		res	resources
		rev	review (e.g. design review)
		risk	risk management
		rpt	reports
		sch	schematics
		spec	specifications
		str	strategy
		tbl	table
		tn	Technical notes
		tend	tender documents
	pa2		Preliminary Activity 2 (Technical Design Report)
	con		Construction project

3. Document naming examples for various collaborators

Typical LhARA 'WP1.6 – Design and Integration' document examples

ITRF-pa1-WP1.6-tn-0001-v0.1-doc-description	1 st draft of a technical note on a specific topic
ITRF-pa1-WP1.6-para-0005-v3.0-doc-description	3 rd issue of a parameter list
ITRF-pa1-WP1.6-agn-0001-v1.0-doc-description	1 st issue of a meeting agenda
ITRF-pa1-WP1.6-min-0001-v2.0-doc-description	2 nd issue of minutes of a meeting