**LhARA Wiki Document Naming Convention**

**Colin Whyte 19th September 2022**

Document approval record:

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| --- | --- | --- | --- | --- |
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| Colin Whyte | Author | Project manager | C.Whyte | 19/9/2022 |
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|  |  |  |  |  |

**Change record**

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LhARA server link: <https://ccap.hep.ph.ic.ac.uk/trac/attachment/wiki/Research/DesignStudy/ITRF/Documents/PA1/WP1.1/rpt/1272-pm-rpt-0002-v0.3-ITRF-document-naming.pdf>

SharePoint server link:

# Introduction

The ITRF Project is run from Daresbury Lab and we plan to adopt those features of their document management practise which can be usefully applied within LhARA. Necessarily, because LhARA uses a public Wiki, some of these features do not translate seamlessly, but remain useful. This document describes the document naming convention and Wiki structure for the ITRF project documentation. The guiding principles behind the proposals are:

* that the convention should be intuitive
* that document naming convention should enable the document to be found quickly
* that the document naming is consistent, efficient and not a burden
* that document names should be kept as short as practical while also being meaningful.
* that the convention should be flexible enough to allow further development.

The location for ITRF documents is <https://ccap.hep.ph.ic.ac.uk/trac/wiki/Research/DesignStudy/ITRF/Documents>

The folder structure is a best practise guide and can be added to 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 so others accessing these files can correctly navigate the file store. The aim is to maintain a standard approach across the project.

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

When a document is revised it will be important to update the name as the Wiki does not provide the option of deleting attachments.

**Documents generated by the LhARA collaboration** that are to be stored in the ITRF documentation store must be converted to .pdf format. 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, protecting version control.

When a document is to be transferred to ITRF it will be given a second ITRF document name which will be recorded above its original LhARA name. This second name must be recorded in the original LhARA document to link the two documents.

# 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.

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| --- | --- | --- | --- | --- |
| **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 |

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