Context for Document Numbers and File Names Procedure

Background

Because of confidentiality agreements, I've had to be innovative to create samples for my portfolio. Process procedures and administrative procedures (sometimes called policies or regulations) are document types I've written and/or edited in the workplace. Wanting to include not only standard operating procedures but also process and administrative procedures in my portfolio, the following procedure is like those created in the workplace. Because I've included project documents for a fake company called Ixus, Inc. in my portfolio and assigned document numbers and file names to those documents, I created an administrative procedure that explains the process for creating document numbers and file names for Ixus.

➢ **Audience:** SMEs (project managers, engineers, scientists, and more) who create proposals and reports at Ixus, Inc.

➢ **Percentage of I wrote:** 100%.

➢ **Original content or revised content:** The document is my original writing.

➢ **Resources for drafting content:** To create the content, I met with stakeholders who had been at the company a long time and who could explain how the current practice developed. After getting an understanding of how the project number came to be and the different types of documents that were usually created, I was able to create a draft of the administrative procedure.

➢ **Content editing:** I edited the document myself as someone confident in my editing abilities because of my background. The document underwent moderate editing.

➢ **Style guide usage:** A style guide was used to write this document but not a company style guide. Because Ixus is a fake company, I used my generic style guide.

➢ **Additional useful context, such as deadlines, achievements, etc.:** The biggest achievement was clearing up confusion about the difference between project numbers and document numbers. Newer stakeholders creating documents and unsure of what to put for the document number no longer had questions or confusion.

➢ **Changes after publication and why:** No changes occurred after publication.

My Process

I created a procedure to ensure consistent practices when naming files and assigning document numbers after learning the following:

- The global, base proposal and report templates had a placeholder for document numbers. SMEs had no idea what the document number should be because there was no guidance for document numbers. The SMEs were using the project number for the document number, which should have been a different number for identification purposes.
- SMEs were naming report and proposal files anything with no consistent structure. Lack of guidance or procedure caused SMEs to name files whatever they wanted to name the files or contact me (the technical writer) for guidance, slowing down their productivity when completing documentation. I did not have an answer for what it should be but decided to create a solution. Because these were files delivered to new and repeat customers, Ixus needed a professional and consistent format. This small issue could negatively impact the company's reputation because businesses having systems in place help with a reputation of professionalism and trust.

Because the global standards team created base templates, I contacted them to understand where to get a document number and the format for file names. Because things were not done the same across Ixus offices, the global team said that I could create the format for both. I created a procedure and template for the procedure.

To create the procedure, I conversed with stakeholders who had been at the company a long time to learn past and current practices and if documentation existed that guided the practices. I recognized the value in their current practice of using the project number but knew it should not be the same number to prevent confusion. So, I incorporated their practice into the process to create a numbering standard and ensure consistency, which helped facilitate comfort and cooperation. I was aware that they were dealing with a lot of changes (new templates and standards), changes some were reluctant to accept. Minimizing the bombardment of new practices that dissolved a lot of what they were used to was a way to ease them into new practices. The method used wasn't effective in helping users identify a document or different versions of a document.

Note: Because the procedure is not a project document and not delivered to customers with the possibility of multiple deliveries, the procedure document number does not follow the project document numbering format. It follows a similar but different document numbering format. It does not have a number after the document abbreviation to indicate the number of times it has been released to the customer as a final copy because it is not a customer deliverable.

How I Went Above and Beyond

Because I strive to deliver quality, usable content, I usually go above the bare minimum. I went beyond what is required in the following ways:

➢ created an aesthetically-pleasing template for the procedure that enhanced readability.

➢ included content controls in the template where information is automatically added into the document when typed once, decreasing time spent typing the same information in multiple places, increasing productivity and decreasing opportunity for human error. The only requirement is that the document creator types in the correct information in one location.

➢ created a logo for the fake company to indicate a brand and help guide the template colors.

➢ included document control elements: revision history page, headers and footers that help with recognizing differences in copies, especially when pages are printed and separated from the entire document.

Document Numbers and File Names

Internal Procedure

1325-PCD | Revision 2 | Final

March 9, 2020

Ixus

Document Control

Project Title	Document Numbers and File Names
Document Type	Internal Procedure
Point of Contact	Mary Ray
Ixus Document No.	1325-PCD
Revision Number	2
Revision Status	Final

Revision History

Rev	Description
0	Initial document.
1	Added more document types.
2	Removed document types that are not considered project documents.

Ixus

Table of Contents

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1.   Introduction

The purpose of this procedure is to communicate the process for assigning and formatting a document number and file name for project documents. A document number and an identifiable file name help users identify a document.

2.   Scope

This document identification procedure applies to project documents:

proposals

reports

project plan

manuals

training documents

handouts

modules/PowerPoint presentations

3.   Function

This procedure ensures a consistent format for project document numbers and file names.

4.   Document Number Format

The document number for project documents is a stand-alone number unrelated to the project number. To ensure that no two or more numbers will be the same, the Balmis number is used in the document number to identify the document. The document number consists of the following in the order provided:

1.   4-digit Balmis number issued for a project, followed by a dash.

2.   Document abbreviation for the document category as provided in the following table:

Document Type	
Document Category	**Document Abbreviation**
Manual	MAN
Project Plan	PJP
Procedure	PCD

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Document Type	
Document Category	**Document Abbreviation**
Proposal	PRO
Report	REP
Training Handout	TRH
Training Module/Presentation	TRM

3. The number of times this type of document has been released to the customer under Final status for a specific project (status is noted on the cover page and document control pages).

   This number is unrelated to the revision number. The revision number is the number of times the same document has been sent to the customer as a draft or final copy. The initial submission is revision 0 because the first draft is not a revision.

   For instance, one proposal was delivered for a project. However, the scope of the project changed, which required a new proposal instead of a revision to the existing proposal. The new proposal would classify as the second proposal for the project, not a revision of the previous proposal; therefore, you would put the number 2 after the document number abbreviation. Another instance is if a report is the third, final report that is going to be delivered to a client (that is, the project has had three separate final reports), you would put the number 3 after the document number abbreviation.

Document Examples

Examples	The number provided by Balmis for a project is 165232. The document is the first proposal with the **Final** status that the client will receive for the project. The document number would be **6819-PRO1**. The number provided by Balmis for a project is 188957. The document is the third report with the **Final** status that the client will receive for the project. The document number would be **1890-REP3**.

5. Document File Name Format

The file name guidelines in this section is based on the current project documentation storage structure (folder setup and how files are stored). If the document storage structure changes, these guidelines will likely need to change to fit the storage structure.

Project documents are named in an identifiable way as provided below in the following order:

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1. Document number, followed by an underscore (underscores represent spaces).

2. **r** for revision, followed by revision number and an underscore.

3. Date the document was issued to the client in **mmddyyyy** format.

Because the document type abbreviation is in the document number, there is no need to spell out the document type in the file name to indicate the type of document.

Example of a File name Following the Guidelines

Example	A report for Kinder Morgan has the following file name: **1890-REP1_r1_11212019**

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