

Advanced Photon Source

PROCEDURE	Page 1 of 5
Procedure #:	3.1.131
Revision #:	0
Issue Date:	3/20/13
Review Period:	2 years
Supersedes:	Rev. 0
Last Reviewed:	3/20/13

Software Services Group Engineering Document Management Plan

Changes made in this revision:

- N/A (new revision)

Prepared by:

N. Schwarz, AES/SS

Reviewed by:

AES/QAR

AES/ADD-CS

Approved by:

AES/DD

APS_1436330

The current version of this procedure is accessible from <http://centraldocs.aps.anl.gov/>. Print or electronically downloaded copies may be obsolete. Before using such a copy for work direction, employees must verify that it is current by comparing its revision number to that shown in the online version.

PROCEDURE	Page 2 of 5
Procedure #:	3.1.131
Revision #:	0

Table of Contents

1	Introduction	3
1.1	Related Documents	3
2	Repository Use and Revision Tracking for Engineering Documents	3
3	Group-shared File Systems and Revision Control Systems (RCS)	4
4	Document/Drawing Requirements.....	4
5	Software Tools	4
6	Alias Project Naming Convention (if any)	5
7	Alias Drawing Naming/Numbering Convention (if any).....	5
8	Group-specific EDP Collection Browse Categories	5
9	Feedback and Improvement.....	5

Software Services Group Engineering Document Management Plan

1 Introduction

This document sets forth group-specific guidelines for management of engineering documents and drawings consistent with the Managing APS Documents Policy ([APS 1273342](#)). The Software Services Group is required to have such a policy in place to guide their staff in the details of controlling their engineering documents under this procedure.

1.1 Related Documents

- Managing APS Documents Policy ([APS 1273342](#))
- Managing APS Engineering Documents ([APS 1423689](#))
- APS Design and Drafting Drawing Standard ([APS 1429632](#))
- [Argonne Quality Assurance Program Plan](#)

2 Repository Use and Revision Tracking for Engineering Documents

[Table 1](#), which is copied from the Managing APS Documents policy ([APS 1273342](#)), maps the valid document repositories with the workflows that are supported by each repository.

Table 1: Work Flows and Revision Tracking Capability per Repository Type

Repository	Staff-controlled / No Revision Tracking (Not a controlled document)	Staff-controlled / Revision Tracking (Not a controlled document)	Controlled Document (A formal change procedure including an approval workflow and Revision Tracking)
Group-Shared File System (GSFS)	X		
Group-Shared File System Plus a Revision Control System (RCS)		X	
ICMS		X	X (with approval thread)
Vault			X
PDMLink			X

The left column of [Table 2](#) lists the types of documents generated by the Software Services Group in its routine operation. The rest of the table gives guidance on which workflow and repository should be used for each type of document.

Table 2: Work File Repository Usage

Criteria	Staff-controlled/ No Revision Tracking	Staff-controlled / Revision Tracking		Controlled Document			Drawing must meet D&D Standard (APS 1429632)
	Group-shared File System (GSFS)	GSFS + RCS	ICMS	ICMS (with approval thread)	Vault	PDMLink	
Document/File Types							
Software Source Code		X					
DEFAULT		X					

3 Group-shared File Systems and Revision Control Systems (RCS)

Path: /net/oxygen/edp/aes_ssg

Type of RCS: none

Directory Structure Guidance:

/net/oxygen/edp/aes_ssg/ProjectName/... (documents related to a particular project)

Software source code is kept in the RCS located at <https://subversion.xor.aps.anl.gov/ProjectName>, where ProjectName is a repository for a particular project.

4 Document/Drawing Requirements

N/A

5 Software Tools

Standardized software applications for certain engineering drawing requirements are listed in the table below.

Document/Drawing Type	Software Tools
Project Description	Wiki Page (https://confluence.aps.anl.gov) or EPICS Web Site (http://www.aps.anl.gov/epics)
Project Design	Wiki Page (https://confluence.aps.anl.gov) or EPICS Web Site (http://www.aps.anl.gov/epics)

PROCEDURE	Page 5 of 5
Procedure #:	3.1.131
Revision #:	0

6 Alias Project Naming Convention (if any)

N/A

7 Alias Drawing Naming/Numbering Convention (if any)

N/A

8 Group-specific EDP Collection Browse Categories

N/A

9 Feedback and Improvement

If you are using this procedure and have comments or suggested improvements for it, please go to the [APS Policies and Procedures Comment Form](#)^{*} to submit your input to a Procedure Administrator. If you are reviewing this procedure in workflow, your input must be entered in the comment box when you approve or reject the procedure.

Instructions for execution-time modifications to a policy/procedure can be found in the following document: Field Modification of APS Policy/Procedure ([APS_1408152](#)).

^{*} http://centraldocs.aps.anl.gov/comment_form.php