

# Advanced Photon Source

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## Information Technology Group Engineering Document Management Plan

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## Information Technology 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 Information Technology (IT) 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 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)
		GSFS + RCS	ICMS	ICMS (with approval thread)	Vault	PDMLink	
<b>SAFETY:</b> Personnel Safety Related				X			
<b>Document/File Types</b>							
Network Diagrams				X			
Network Infrastructure Spreadsheets			X				
Server Drawings				X			
System Administrator Documents			X				
User Procedure Documents			X				
Wiki/Logbook Entries	X						
Windows Configuration Management Documents	X						
<b>DEFAULT</b>			X	X			

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

Not applicable.

### 4 Document/Drawing Requirements

Not applicable.

### 5 Software Tools

Not applicable.

### 6 Alias Project Naming Convention (if any)

Not applicable.

### 7 Alias Drawing Naming/Numbering Convention (if any)

Not applicable.

## 8 Group-specific EDP Collection Browse Categories

- CAD Support
- Linux
- Macintosh
- Network
- Solaris
- Web Servers and Services
- Windows

## 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](http://centraldocs.aps.anl.gov/comment_form.php)