



NectarCam documentation management meeting 14th june 2012

Documentation management



- Contents

- Identification PBS acronym / date of creation + extension (if necessary)
- Version
 - Series of 2 numbers
 - First approved version is 1.0
- Official templates available in sharepoint
 - Internal document
 - External document
 - Minutes of meeting
- Document authorization
 - For approval, for agreement, for information
- Storage
 - Approval documents in sharepoint record centre (pdf format)
 - Conference documents in SAPO local library
 - Engineering drawings in EDMS DESY
 - Drafts : stored in local libraries

*Unique reference
guarantee for document
uploaded in the record
centre*

Tools chosen for CTA



- Sharepoint portal for almost all documents
- DESY EDMS for engineering drawings *Implemented only for MST*
- Indico for presentations and minutes



- Draft document for NectarCam doc management (to be reviewed)
 - Based on the CTA doc management plan
- Reference : MST-CAM/date of creation
 - Design for MST-CAM but can we use this acronym ?
 - Reference not unique
- Define a identification block for mechanical drawings
 - Same as other documents or Specific reference ?
- To do :
 - Define how to manage CAD model and drawings version

Several options for reference



- NectarCam–type of document–chrono number or NectarCam-chrono number,....
 - Chrono number
 - Manage by each institute it could be LLRXXX
 - Or available in a sharepoint list
 - Type de document
 - Procedure, Specifications, Notes, Minutes, Non conformance, Change request
 - Drawings ? :
 - MSTCAM-DW-LLR-00-00 (system – subsystem),
 - NectarCam-00-00-LLR (too long ?)
 - Same for Mechanic and electronic ?
 - Several lists of chrono number for specific type of documents ?
 - Project documents, NC report, Change Request, drawing...

Nota : LLR should be replaced by the institute acronyms



- Tools
 - SharePoint
 - Access right
 - restricted, to be modified?, to add other members from Spain or Germany ?
 - Finer access right? Reader, writer ?
 - In my opinion version management and version history not completely satisfying
 - To Implement workflow ?, to manage version manually (with a folder “obsolete”)?, to add functionality to SharePoint?
 - Describe how to manage version with SharePoint in the doc management plan
 - IN2P3 Indico
 - Public access
 - Use of EDMS DESY ?
 - Local databases ?

Templates



- Official templates
 - Minutes
 - External document
 - Project documents
- Other needs ?
 - Templates with NectarCam reference available in the NectarCam Sharepoint site?
 - ...