

Project Management Naming Convention

SOCIB-Data Center Facility

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Authors:	C. Munoz (CM), X. Notario (XN)
Supervision:	J.G. Fernandez (JGF)
Involved Personnel:	Data Center Facility (DCF)
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1. INTRODUCTION:

The aim of this document is to describe a standardized nomenclature using a common naming convention for all the DCF project management elements including projects, incidences and specific Tasks.

2. RELATED DOCUMENTS

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3. NAMING RULES

The concept of “Element” will be used in order to facilitate the understanding of each rule. Tags are used in SOCIB Data Center Management tool (ASANA) in order to find and manage workflows. Tagging Categories are described in [ANNEX 3: Tagging Categories](#).

3.1. Project Management

3.1.1. Projects

The nomenclature for all the projects will be as follows:

P<year><month>_<annual_code>_<requester>_<project_name>
Example: P201801_01_DCF_DMPROG

The application rules and their values for each element are defined in the following table:

Element	Description	Size	Compulsory
P	Refers to project	1	yes

<year>	Year of creation	4	yes
<month>	Month of creation	2	yes
<annual_code>	incremental code within the same year	2	yes
<requester>	Principal stakeholder that requests the project (see ANNEX 1: stakeholder types)	3	yes
<project_name>	Acronym for the project name	<10	yes

3.1.2. Incidences

The nomenclature for Incidences will be as follows:

I<year><month><day>_<incidence_name>_<affected_area>_<person_contact>
Example: I20170627_kmz_glider_GLF_dmarch

The application rules and their values for each element are defined in the following table:

Element	Description	Size	Compulsory
I	Refers to incidence	1	yes
<year>	Year of creation	4	yes
<month>	Month of creation	2	yes
<day>	Day of creation	2	yes
<incidence_name>	Short descriptive request name: use dash character as word separator. If possible, use only lower case.	<30	yes
<affected_area>	Principal stakeholder that notifies the incidence (see ANNEX 1: stakeholder types)	3	yes
<person_contact>	Email user name in case of SOCIB staff, or first name letter and surname of the person who submitted the incidence	<10	yes

3.1.3. Operational procedures

The nomenclature for operational procedures will be as follows:

O<year><month><day>_<operational_name>_<affected_area>_<person_contact>
Example: O20180404_closeAccounts_OUT_vortiz

The application rules and their values for each element are defined in the following table:

Element	Description	Size	Compulsory
O	Refers to operational procedure	1	yes
<year>	Year of creation	4	yes
<month>	Month of creation	2	yes
<day>	Day of creation	2	yes
<operational_name>	Short descriptive request name: use dash character as word separator. If possible, use only lower case.	<30	yes
<affected_area>	Principal stakeholder that requests the operational procedure (see ANNEX 1: stakeholder types)	3	yes
<person_contact>	Email user name in case of SOCIB staff, or first name letter and surname of the person who needs to be reported	<10	no

3.1.4. Tasks

The nomenclature for tasks (related to an incidence, project or operational procedure) will be as follows:

T<year><month><day>_<task_name>_<affected_area>_<person_contact>
Example: T20180404_closeAccounts_OUT_vortiz

The application rules and their values for each element are defined in the following table:

Element	Description	Size	Compulsory
T	Refers to task	1	yes
<year>	Year of creation	4	yes
<month>	Month of creation	2	yes
<day>	Day of creation	2	yes
<task_name>	Short descriptive request name: use dash character as word separator. If possible, use only lower case.	<30	yes
<affected_area>	Principal stakeholder that requests the task (see ANNEX 1: stakeholder types)	3	yes
<person_contact>	Email user name in case of SOCIB staff, or first name letter and surname of the person who needs to be reported	<10	no

3.1.5. Documentation/information request

The nomenclature for documentation (information) request will be as follows:

D<year><month><day>_<task_name>_<affected_area>_<person_contact>
Example: D20180919_oceanographicTurtlesProjectAnalytics_ATF_dmarch

The application rules and their values for each element are defined in the following table:

Element	Description	Size	Compulsory
D	Refers to documentation or information	1	yes
<year>	Year of creation	4	yes
<month>	Month of creation	2	yes

<day>	Day of creation	2	yes
<task_name>	Short descriptive request name: use dash character as word separator. If possible, use only lower case.	<30	yes
<affected_area>	Principal stakeholder that requests the documentation/information (see ANNEX 1: stakeholder types)	3	yes
<person_contact>	Email user name in case of SOCIB staff, or first name letter and surname of the person who needs to be reported	<10	no

3.2. Documentation

3.2.1. Internal Official Documents

The nomenclature for all the SOCIB internal official documents will be as follows:

<document_type>_<stakeholder>_<document_title>_<project_name>
Example: SOP_DCF_ctd-pre-processing.pdf

The application rules and their values for each element are defined in the following table:

Element	Description	Size	Compulsory
<document_type>	Document type (see ANNEX 1: stakeholder types)	3	yes
<stakeholder>	Main SOCIB stakeholder that creates the document (see ANNEX 2: Document types)	3	yes
<document_title>	Brief description of the document: use dash character as word separator. If possible, use only lower case.	<20	yes
<project_name>	Name of project associated with the	<10	no

	document.		
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3.2.2. Ancillary Documentation

The nomenclature for all ancillary documentation such as presentations, meetings minutes, etc will be as follows:

<year>-<month>-<day>_<project_code>_<description>
Example: 2018-03-22_P1706_Pre-SWOT_3rd_meeting-DC.pptx

The application rules and their values for each element are defined in the following table:

Element	Description	Size	Compulsory
<year>	Year of meeting	4	yes
<month>	Month of meeting	2	yes
<day>	Day of meeting	2	yes
<project_code>	Name addressed in DC_Projects folder	<20	yes
<description>	Short description of the meeting	<20	yes

ANNEX 1: Stakeholders Types

Stakeholder	Description
SCB	SOCIB
DCF	Data Center Facility
MDF	Modelling Facility

LPF	Lagrangian Platforms Facility
GLF	Glider Facility
RVF	Vessel Facility
FSF	Fixed Stations Facility
HFR	HF-Radar Facility
BMF	Beach Monitoring Facility
STF	Satellite Facility
ATF	Animal Tracking Facility
ODR	Office of the Director
OUT	Outreach Service
ETD	Engineering and Technology Development Division
ITC	IT and Computing Service
EXT	External Requester
SIAS	The Strategic Issues and Applications for Society
SOS	Systems Operation and Support Division

ANNEX 2: Document Types

Type	Description
IREP	Internal Report
LST	List
DMP	Data Management Plan
FRM	Form
ORGC	Organization chart
PDPL	Product Development Planning
PREP	Public Report

PFL	Process flow chart
PUM	Product User Manual
QUID	Quality Information Document
SOP	Standard Operational Procedure
SPEC	Specifications
STRP	Strategic Plan
MAS	Master document

ANNEX 3: Tagging Categories

Type	Sub-Type	Asana impl.	Description
<u>Task Management</u>	To be triaged	Section	Task pending to be evaluated: importance level, effort and deadline should be decided.
	Pending	Section	Task reviewed and waiting to be assigned or started by the assigned person.
	Assigned	Assigned	Person has been designated but task is still not in progress.
	Work in Progress	Section	Task in execution. Person assigned is working on it.
	Permanent	Tag	Permanent ongoing task
	Paused	Section	A planned and undefined pause. Eventually a planned restart should happen.
	Quarantine	Section	Task unsuccessfully evaluated. It is not possible to assign a priority yet.

	Not solved	Section (and completed)	Task not successfully finished, including time expiration.
	Completed	Completed	Task closed and finished successfully.
Priority	P1	Section	Urgent and important
	P2	Section	Not urgent but important
	P3	Section	Urgent but not important
	P4	Section	Neither urgent nor important
Technologies	Java		
	Python		
	Matlab		
	Django		
	Tomcat		
	Thredds		
	R		
	Bash		
<u>Data Quality Strategy</u>	Compliance Processes & Procedures		Plan, design and assessing procedures to cover processes that affect the whole data life cycle
	File Format		Self-describing file formats
	Compliance Standards		Plan, design and assessing data collections
	Publishing		Data/Metadata accessible, available, discoverable online
	Tools		Data assurance through demonstrated functionality across common platforms, tools and services