

Project Management Naming Convention

SOCIB-Data Center Facility

Document type:	Specifications Document
Date:	2018-03-20

Description:	Naming convention for all DCF project management elements
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DOCUMENT VERIFICATION LIST

Date:	Checked by (name)	SOCIB division	Ref.
2018-10-22	C. Muñoz	RVF	

DOCUMENT DISTRIBUTION LIST

Date:	Distribution to:
2018-03-20	@datacenter

CHANGE RECORD

ver	Date	Description	Author	Checked by
1.0.1	2018-03-20	First version document	C. Munoz	JG. Fernández
1.0.2	2018-05-01	Added operational and task formats	JG. Fernández	C. Munoz
1.0.3	2018-09-28	Update task formats	JG. Fernández	C. Munoz

Índice de contenido

INTRODUCTION:	4
RELATED DOCUMENTS	4
NAMING RULES	4
Project Management	4
Projects	4
Incidences	5
Operational procedures	6
Tasks	6
Documentation/information request	7
Documentation	8
Internal Official Documents	8
Ancillary Documentation	9
ANNEX 1: Stakeholders Types	9
ANNEX 2: Document Types	10
ANNEX 3: Tagging Categories	11

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_DMPPROG

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 incidence name in camel case, ie: <i>ysiDataWrongParsed2016</i>	<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 operational procedure name in camel case, ie: <i>closeAccounts</i>	<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 task name in camel case, ie: <i>closeAccounts</i>	<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
T	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 in camel case, ie: <i>closeAccounts</i>	<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	<20	yes
<project_name>	Name of project associated with the document.	<10	no

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
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
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	
SOS	

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

ANNEX 3: Tagging Categories

Type	Sub-Type	Description
<u>Task Management</u>	Pending	Task reviewed and waiting to be assigned or started by the assigned person.
	Assigned	Person has been designated but task is still not in progress.
	Work in Progress	Task in execution. Person assigned is working on it.
	Paused	A planned and undefined pause. Eventually a planned restart should happen.
	Not solved	Task not successfully finished, including time expiration.
	Completed	Task closed and finished successfully.
Priority	Deadline	
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