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## **ANSA Phase III**

# **Project Archive**

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### **Abstract**

This document identifies the sorts of documents which are to be kept in the Phase III Project Archive.

This document (together with APM1022, APM1024 and APM1026) is part of the Quality Plan for Phase III.

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# 1 Project Archive

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## 1.1 Introduction and scope

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This note identifies the sorts of documents we need to keep in the Phase III archive.

Setting up a workable project archive will cost some effort. There is also a need for some discipline to keep the archive tidy and up to date, so that it remains useful. It is believed that those who will benefit from a well organised archive will be motivated to maintain it.

### 1.1.1 Audience

This document is for all those involved in Phase III and is part of the Phase III Quality Plan.

### 1.1.2 Background

As our sponsors are gaining accreditation under ISO 9000, they are demanding quality control from their suppliers. The Phase III activity is delivering its results to sponsors, and the project is thus seen as a supplier by at least some of our sponsors.

### 1.1.3 Other documents

Other related documents:

- APM1022 Document Writing Guide provides guidance on the planning of documents and the style to use when writing them
- APM1024 Document Classification helps you decide which document class to use once you have decided what to write and for whom
- APM1026 Document Support Tools describes the processes and procedures in use for handling documents as well as the automation of these processes.

This and the documents cited above are part of the Quality Plan for Phase III.

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## 1.2 Documents

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Below are all the different documents, which should be in a project archive for Phase III.

1. Consortium Agreement
2. Project Management and Execution Agreement
3. Secondment Agreement
4. Policy statements derived from both the above
5. Address lists of MC and TC members
6. Project notices (changes or additions to Company Practices and Procedures for the purpose of a particular project)
7. Five year vision statement
8. Two year objectives
9. Two year Operational Plan
10. Quality Plan (this note is the beginning)
11. Note: of the above documents, all versions should be kept.
12. Personal monthly reports and time accounting records
13. Work package monthly reports with effort estimates
14. Quarterly Technical Reports (Work in Progress)
15. Quarterly Project Director Reports
16. Financial reports (part of Project Director Report?)
17. MC meetings with for each meeting:
  - calling notice and agenda
  - input documents (by reference where appropriate)
  - minutes
  - output documents (by reference where appropriate)
18. TC meetings with for each meeting:
  - calling notice and agenda
  - input documents (by reference where appropriate)
  - minutes
  - output documents (by reference where appropriate)
19. Review meetings (internal as well as external) with for each meeting:
  - calling notice and agenda if appropriate
  - input documents (by reference where appropriate)
  - minutes (formulated as editing instructions / recommendations)
  - output documents (by reference where appropriate)
20. Technical documents
21. Bibliographies (one for each Reporting Group)
22. Questions (one set for each Reporting Group)

### **1.3 Organisation of the archive**

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The organisation of the technical documentation, in electronic or magnetic form, is fairly well controlled. APM1026 describes the processes and procedures for document handling and their automation.

Inevitably, it will be necessary to hold documents on paper as well.

### **1.4 Other archives**

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Other projects should probably follow the example we are setting for the Phase III archive. This will however also depend on each individual project. The motivation for a separate project archive for each project, is so that quality audits can be arranged, and FTP access to documents can be controlled on a per project basis (see RC.454).

APM's own archive is not covered by this document.

