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ANSA Phase III

Document Classification

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Abstract

This document will help you choose a category of document, once you have decided (1) what you going to write, and (2) for whom you are going to write it.

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

APM.1024.01

Approved

15 July 1993

Project Management (confidential to ANSA consortium for 2 years)

Distribution:

Supersedes:

Superseded by:

1 Document Classification

1.1 Introduction

This document contains a description of the document categories for Phase III. The non-technical documents will be placed in the following classes:

- Project Management
- Marketing and Contracts

Technical documents will be in one of the following classes:

- Architecture Report
- Technical Report
- Briefing Note
- Standards Contribution
- External Paper
- Request for Comments

For each of the classes above this document attempts to answer the following questions:

1. How are the document classes characterised?
2. What can be expected to be in a document of that class?
3. What is the intended audience for a document in a particular class?

1.1.1 Who should read this document?

This document will help you choose a category of document, once you have decided:

- what you going to write
- for whom you are going to write it.

1.1.2 Other documents

APM1022 Document writing guide gives guidance on planning the writing process and on the style of writing your documents.

APM1023 Project Archive describes what the Phase III project Archive will contain.

APM1026 Document Support Tools sets out the processes and procedures for document handling, describing the automation of these processes.

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

1.2 Request for Comment

Characterised by:

Request for Comments (confidential to ANSA consortium for 2 years)

Request for Comment documents remain confidential to the project to which they apply for an agreed period of time. In ANSA Phase 3 this is two years.

1.2.1 What is in it?

- report on work in progress
- may provoke further work
- suggest designs or design alternatives
- comment on ongoing work
- documents reflect views of authors
- combative style allowed

1.2.2 For whom is it intended

- project team members
- employees in partner companies who are close to the work in hand

1.3 Technical Report

Characterised by:

Technical Report

Technical Reports are licensable. This may involve a fee and/or a restriction upon the way in which the IPR may be used.

1.3.1 What is in it?

- consolidation of technical results
- description of results and justification
- examples of application and use of results
- relation to architecture
- relation to other technologies

1.3.2 For whom is it intended?

- team members
- Technical Committee members
- product and system designers in sponsor companies

1.4 Architecture Report

Characterised by:

Architecture Report

Architecture Reports are licensable. This may involve a fee and/or a restriction upon the way in which the IPR may be used.

1.4.1 What is in it?

- documents the architecture
- stable and lasting
- forms the keystone of other work
- motivates, explains and demonstrates use of concepts and rules
- suitable for use in the production of standards contributions

1.4.2 For whom is it intended?

- all those developing the architecture
- all Technical Committee members
- anyone seeking in depth knowledge of the architecture
- all those seeking to build “conforming” systems
- members of standards bodies

1.5 Standards contribution

Characterised by:

Standards Contribution

Approved Standards contributions are “open” documents, that is there are no restrictions on the use of the information contained in them.

1.5.1 What is in it?

- contribution to National Standards body (BSI)

1.5.2 For whom are they intended?

- National standards body members
- Technical Committee members with an interest in standards

1.6 Briefing Notes

Characterised by:

Briefing Note

Approved Briefing Notes are “open” documents, that is there are no restrictions on the use of the information contained in them.

1.6.1 what is in it?

- key results on one page
- motivating material (2 pages)
- briefing, including comparison with and relevance to other technologies, benefits etc. (8 - 12 pages)

- why should your company adopt this idea?
- slides with speaker notes are also BR

1.6.2 For whom are they intended?

- Management Committee members
- product marketing and development strategists

1.7 External Paper

Characterised by:

External Paper

1.7.1 What is in it?

- description of some result of the work
- formatted according to rules of place of publication

1.7.2 For whom are they intended?

- journal publication
- conference paper

1.8 Project Management

Characterised by:

Project Management (confidential to ANSA consortium for 2 years)

Project Management documents remain confidential to the project to which they apply for an agreed period of time. In ANSA Phase 3 this is two years.

1.8.1 What is in it?

- everything to do with day to day project management, such as procedures, progress reports, resource reports
- document review material (comments, recommendations for change)
- minutes of TC and MC and associated documents (agendas etc.)

1.8.2 For whom are they intended?

- APM project management
- auditors
- quality control

1.9 Marketing and Contracts

Characterised by:

Marketing and Contracts

Approved Marketing and Contracts documents are “open” documents, that is there are no restrictions on the use of the information contained in them.

1.9.1 What is in it?

- contracts
- five year vision statement
- two year objective statement
- 2 year operational plan
- marketing material (to attract new sponsors)

1.9.2 For whom are they intended?

- existing sponsors
- new sponsors

1.10 Other projects

Other projects may have their own document classification schemes. In projects in which APM is in the minority this will inevitably occur. Project archives and tools should accommodate this heterogeneity.

1.11 APM company documents

APM company documents are in a separate category from project documents. It is recommended that a new category be started for this, because CO has been used for APM documents, as well as for project management documents in ISA and the run-up to Phase III.

The APM Practices and Procedures document forms a common basis for all work carried out at Poseidon House. As such it applies to all projects carried out there.

