

File Naming

Guideline

Version	2.0
Last Update	May 23, 2019
Updated	Visual structure; processes list; document types
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1. Introduction

Purpose: to set up a common approach for file naming within the company to enable effective work with documents whilst creating, sharing or searching for files.

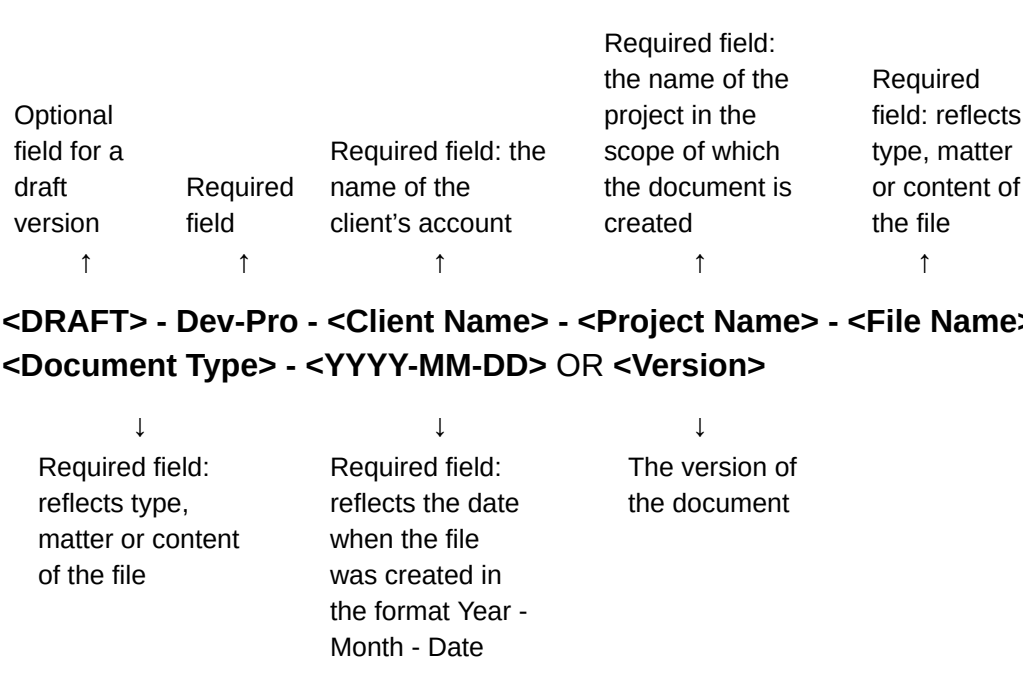
2. File Naming Rules



2.1 File Name Constructor for Project Documentation

Use the following constructor when naming your project file:

2.1.1 File Name Constructor

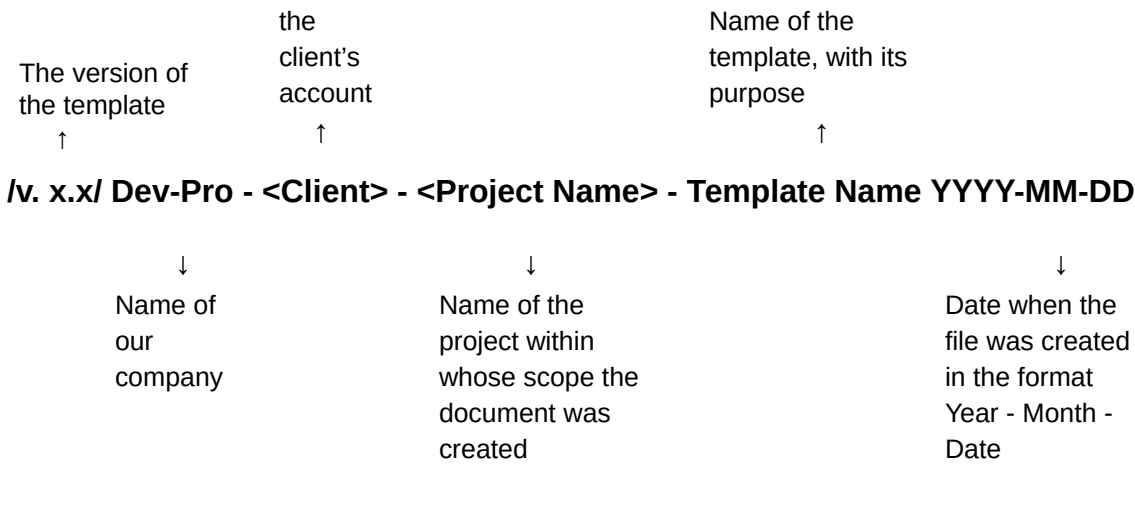


Examples:

- DRAFT - Dev-Pro - Microsoft - TFS - PRS - 2019-04-02
- Dev-Pro - Ascendix - SiteBuilder - Test Plan - 2.3

2.1.2 Template Name Constructor

In order to differentiate between file naming and template naming, please use the following template name constructor:



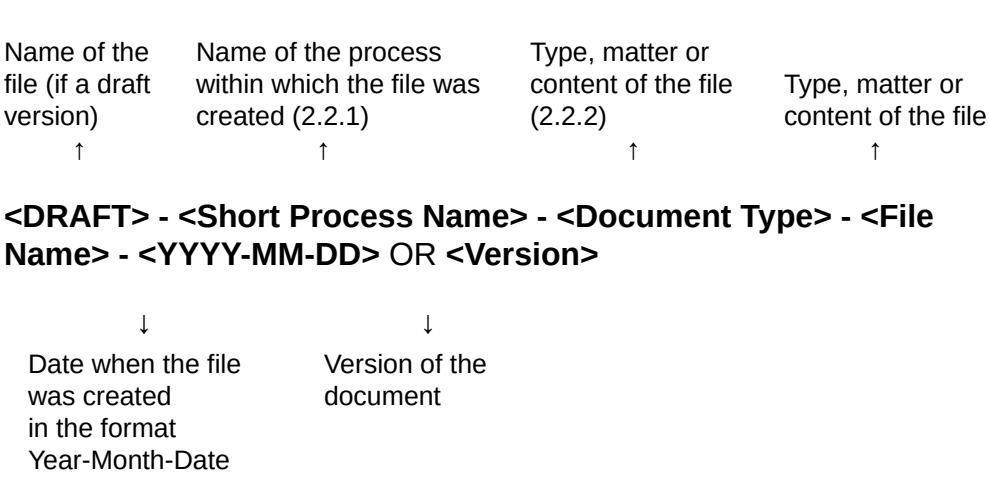
Example:

/v. 1.0/ Dev-Pro - Heartland Commerce - HPS-QA - Risks register 2019-04-02



2.2 File Name Constructor for Internal Company Documentation

Use the following file name constructor when naming your file for internal needs:



2.2.1 Company Processes:

#	Company Process	Short Process Name
1	HR Management	HR
2	Communication Management	Communication
3	Recruiting	Recruiting
4	Training Management	Training
5	Events Management	Events
6	Public Relations	PR
7	Facility Management	Facilities
8	IT/System Administration	IT
9	Process Management	Process
10	Documentation Management (including Billing/Accounting)	Documentation
11	Financial Management	Finance
12	Legal Management	Legal
13	Web Research	Web Research
14	Travel Management	Travel
15	Business Development	BizDev
16	Project Management	PM
17	Visual Design	Design
18	Software Development	Software Dev
19	Quality Assurance	QA



2.2.2 Document Types:

If you create a document to be published on the Dev-Pro Portal, please use the [template](#) and choose the appropriate document type:

- Policy** — a formal brief and high-level statement or plan that embraces an organization's general beliefs, goals, objectives, and acceptable procedures for a specified subject area. Policies always state required actions and may include pointers to standards
Examples: Code of Conduct, Absence Policy.
- Procedure** — imperative document that describes the process: who does what, when and under what criteria.
Examples: guidelines, instructions, manuals.
- Materials** — checklist, template, form, survey, or other documentation used in the creation of a product or service.

Examples:

DRAFT - HR Management - Checklist - Leaving for Rest Days - 3.0
Web Research - Research Results - WSC Competitors - 2019-04-02

Feedback

If you have any comments, send feedback by filling in the [form](#).