DG018 Document Control

Story: Design Library and Template Documents

Theme: Design

A guideline which defined the process and ownership of templates used by the design team and the management of the design team electronic library.

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□ Wastewater □ Stormwater □ Geotechnical
□ Structures □ Roading □ Water Reticulation

Subject: Document Control
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Original: Stephen Wright   Approved: Stephen Wright

Updated by:

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1. Purpose of guideline

The purpose of the guideline is to define the process and ownership of templates used only by the design teams and the management of the Design Team electronic library on Project Centre.

2. Background

The design teams make use of a number of templates for various concept and detailed design documents, including briefs, papers and reports. The development of the templates to date has been by various design team members with varying fonts and formats. In addition the templates have included faults in their formatting which then consumes administrator's time in correcting the documents being produced by designers.

In addition there have been a number of uncoordinated changes and updates to the electronic library on Project Centre which have led to duplication or loss of current document revisions.

To ensure a consistent standard of documents from each team and to reduce the time taken by administrators to reformat documents, the following process is to be adopted for the future development of both existing and new templates.

3. Recommendation

The preparation of new, or alteration of existing, design templates is to be undertaken in accordance with the following procedure:

- All new or altered templates are to be approved by the Design Manager.

- The preparation of new, or alteration of existing briefs, papers or report templates is to be undertaken by the Blue Team administrator supported by the Orange Team administrator.

- New or altered briefs, papers or report templates are to be uploaded onto the electronic library by the Yellow Team administrator supported by the Red Team administrator.

The management of the electronic library is to be undertaken by the Yellow Team administrator supported by the Red Team administrator. No other person may upload to or alter documentation stored in the designer's electronic library on Project Centre.