

MCESA

Maricopa County Education Service Agency



MCESA REILize RDSS Program

Document Control Process

DRAFT



Program: MCESA REILize Decision Support System
Module: RDSS
Release: None
Document: MCESA REILize RDSS Program Document Control Process
Version: DRAFT v.01

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Version History

Date	Version	Change Details
3/30/2012	v.01	First draft

Document Approvals

Organization	Name	Program Role	Signature /Electronic Approval	Date
ADE	Linda Jewell	Program Director		
ADE	Gene Saadi	Program Manager		
ADE	David Plouff	Project Manager		

Overview

The purpose of the document control process is to create a standard and predictable method of approving, storing, controlling, cross-referencing, and archiving documents in use during the development, support, and maintenance of the MCESA REILize Decision Support System

Key MCESA stakeholders have read-only access to the SharePoint site that is used by the ADE program development team. It is imperative that a point of distribution to MCESA be defined for each document type before that document is viewable by those stakeholders.

Terminology

ADE Arizona Department of Education	MCESA Maricopa County Education Service Agency
Document A document is an ADE -created electronic record related to the planning, development, support, or maintenance of the REILize Decision Support System that contains any information where an unauthorized change could cause errors in either the development or understanding of the program. Sample documents: business requirements, screenflow, wireframes, program budgets and schedules, user guides, QA process, on- and off-boarding documents, bug and feature request forms.	Document of External Origin A document of external origin is a document that has been created outside of the Arizona Department of Education, such as by a and is referenced for the development of the MCESA REIL RDSS Program. Sample documents of external origin: industry-specific codes-of -practice such as MCESA-created marketing documents, FERPA, CMMI and CEDS.



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Templates

Every informational or procedural document that will be undertaken multiple times throughout the lifecycle of the program will be based upon a template. The template will be developed after the first iteration of the full document, in order to be certain that all needed elements are captured.

The templates will be stored on the SharePoint site at [00-02 Program Document Templates](#).

Store Signed Hard Copy Documents

This process was verbally approved by Linda Jewell on 3/30/2012

1. Original, signed hard copy is given to the Program Manger.
2. Program Manager scans documents into PDF format.
3. Program Manager Uploads PDFs to TFS (in the future, will be TFS Portal). Location of upload is dependent upon the document, consult with the Lead Architect for the exact location.
4. Program Manager informs the MCESA REIL Development team of approval sign-off, and provides TFS location.
5. Product Manager gives the original, signed hard copy to the Finance Manager, who stores the documents securely.

Document Approval Process by Type

TBD

Update and Re-approve Amended Documents

TBD

Preserve the Usability of Documents

TBD

Identify Changes to a Document

TBD





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Store and Retrieve Digital Documents

TBD - TFS Portal

TBD - Sharepoint Structure

Control Documents of External Origin

TBD

Prevent Inadvertent Use of Obsolete Documents

TBD

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