1 Document Management

General Guidance

1) Development services write a draft System Description Document by filling in the relevant parts of the Document Template.

2) Development Services send the draft document to Application Management for review.

3) Development services and Application Management hold a handover meeting to discuss any further additions or changes.

4) Development services complete any additions and/or changes agreed at the handover meeting.

5) Development services handover the System Description Document to Application Management.

6) Any further refinements to the document are completed by Applications Management.

7) Applications Management will provide final sign-off and from that point will take responsibility for keeping the document up-to-date.

8) Until the System Description Document template is converted to a wiki template, Applications Management will add the System Description Document to the insite Tech Collab wiki.

1.1 Contributors

Please provide details of all contributors to this document

Role	Unit	Name
Production Management		
Support Coordinator		
Systems Analyst Designer		
Technical Architect		
Project Manager		
Project Sponsor		
Business Analyst		
Other document contributors		

1.2 Version Control

Please document all changes made to this document since initial distribution.

Date	Version	Author	Section	Amendment

File Management System Project Final Documentation

L Darling-Hammond

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Resources in Education ,1988   *Document Retrieval Index* ,1974   **Scientific and Technical Aerospace Reports** ,1992   Research in Education ,1970-12   **Management** ,1992   Mariner Mars 1971 Project Final Report Jet Propulsion Laboratory (U.S.),1973   *Management, a Bibliography for NASA Managers* ,1992   **NASA SP-7500** United States. National Aeronautics and Space Administration,   ERDA Energy Research Abstracts United States. Energy Research and Development Administration,1976   **Annual Department of Defense Bibliography of Logistics Studies and Related Documents** United States. Defense Logistics Studies Information Exchange,1971   ERIC Educational Documents Index, 1966-1969: Minor descriptors. Author index CCM Information Corporation,1970   **Energy Research Abstracts** ,1986   Final Report, Records Management Application Pilot Project Michigan. Records Management Application Pilot Project,2002   **ERDA Research Abstracts** United States. Energy Research and Development Administration,1976   Computerworld ,1981-05-25 For more than 40 years Computerworld has been the leading source of technology news and information for IT influencers worldwide Computerworld s award winning Web site Computerworld com twice monthly publication focused conference series and custom research form the hub of the world s largest global IT media network   *ERDA Energy Research Abstracts* United States. Energy Research and Development Administration. Technical Information Center,1976   **Research Project for the Evaluation of the UDC as the Indexing Language for a Mechanized Reference Retrieval System** Robert R. Freeman,1968   *Federal Register* ,1999   *Technical Writing for Teams* Alexander Mamishev,Sean Williams,2011-02-11 A unique integrative team centered approach to writing and formatting technical documents Technical Professionals Do you have difficulty producing high quality documents with multiple contributors when faced with a tight deadline Do you need a process that enables global team members to collaborate online as they produce sophisticated documents Do you prefer the ease of a WYSIWG desktop publishing tool like Microsoft Word rather than more complex software like LaTeX Professors and Graduate Students Do you want to streamline the process of writing multi investigator papers reports proposals and books Do you spend a lot of time formatting documents instead of thinking and writing Do you write research papers in Microsoft Word and then need to convert them to LaTeX for your thesis Do you write research papers in LaTeX and then need to convert them to Microsoft Word when embarking on collaborations with your colleagues from industry Undergraduate Students Do you need to write a research paper and don t know where to start Do you need to collaborate with classmates on a long paper and find yourself lost in organizational details rather than immersed in the content If you answered yes to any of these questions Technical Writing for Teams The STREAM Tools Handbook is for you It provides an easy to learn system that streamlines individual and collaborative writing allowing you and your teams to instantly become more productive and create the highest quality documents in a minimum amount of time Introduced here are the STREAM Tools Scientific and Technical wRiting Editing

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