



**Author** (upper case, max four characters, optional) The initials of the document editor can be added to distinguish between documents. This is used for draft documents only.

others should:  
number need not indicate draft or final status, but control and tracking. Documents that have a version created and end with **FIN** (Final) to allow version Start with **DR1** (Draft 1) when the document is first (upper case, max four characters, optional)

**Document Status**  
Example:  
GDL\_TILSDocNaming\_V1\_20160226\_NR\_DR1.docx

## Optional indicators for draft documents

**Date** (numbers, eight characters)  
The format for the date of file creation, revision or approval is `yyyymmdd`.  
Example: 26 February 2016 becomes 20160226.

Example: PMF\_PRP\_OWIPProject\_V3\_20160319.docx  
if necessary.

- use an underscore to indicate a decimal point
- use 'V' followed by the version number by another author:
- changes or when it has been reviewed or changed iteration of the document, but rather at significant New versions should not be created for each (upper case, max four characters, optional)

## Version

- Do not use spaces.
  - and underscore.
  - Use only alpha-numeric characters, plus the hyphen
  - **original/ownership of document**
  - **should be integrated into this field to indicate**
  - **if possible, departmental, branch and/or section**
  - its usual abbreviation.
  - For project documentation use the project name or be used.
  - Acronyms, capitalisations and abbreviations can meaningful to anyone reading the file name.
  - document. Keep in mind that descriptions should be This describes the purpose or 'business' of the (mixed case, max 30 characters, no spaces)
- ## Document title/description



# Document naming convention

DIVISION OF TECHNOLOGY, INFORMATION AND LEARNING SUPPORT

When you save a file, you should use the following file-naming convention:

The **prefix** shows the document type

The **document title** describes the content

The **version** number

The **date** in the format `yyyymmdd`

**GDL\_TILSDocNaming\_V1\_20160226.docx**

**No spaces!** File names should be made up of four parts joined together with an underscore character ( `_` ). There should **not be any spaces** in the file name.

# The information you create is valuable

**This card explains the different elements to include in the file names you create.**

Like staff, infrastructure and technology are assets; information is also a valuable resource at QUT. All staff create information as part of their work, so it is everyone's responsibility to manage the information they generate.

Some of the decisions you make when creating a new document affect how easy it is for other people to find, access and use later on. Make sure the documents you create use the correct file naming convention so that it can be easily found and used.

## The prefix/document type (upper case, three characters)

The first three letters of the file name give an indication of the type of document. Some examples include:

General/operational	
Prefix	Document type
<b>AGR</b>	Agreement
<b>BGT</b>	Budget
<b>COR</b>	Correspondence
<b>EVL</b>	Evaluation
<b>FRM</b>	Form
<b>GDL</b>	Guidelines
<b>IMG</b>	Image
<b>INS</b>	Instructions
<b>INV</b>	Invoice
<b>LST</b>	List
<b>PRE</b>	Presentation
<b>PLN</b>	Plan
<b>PRO</b>	Procedure
<b>PUB</b>	Publication
<b>REP</b>	Report

Teaching/training	
Prefix	Document type
<b>ASS</b>	Assessment
<b>LTE</b>	Learning Teaching Evaluation
<b>LTP</b>	Lesson Teaching Plan
<b>LTR</b>	Learning / teaching resources
<b>SBG</b>	Subject guide
<b>WSH</b>	Workshop

Projects and events	
Prefix	Document type
<b>ACR</b>	Activity Completion Form
<b>CPL</b>	Communication Plan
<b>IIS</b>	Infrastructure Impact Statement
<b>PCR</b>	Project Change Request Form
<b>PIR</b>	Post Implementation Review Report
<b>PNF</b>	Project Notification Form
<b>PPL</b>	Project Plan
<b>PRP</b>	Project Proposal
<b>RMP</b>	Risk Management Plan
<b>SAM</b>	Support and Maintenance Activity Request
<b>STR</b>	Status Report

Committees and meetings	
Prefix	Document type
<b>ACT</b>	Action List
<b>AGD</b>	Agenda
<b>MIN</b>	Minutes and notes
<b>SUB</b>	Submission

**Note:** for Project Management Framework documentation to be sent to the Project Portfolio Office, add "PMF" to the beginning of the file name.

**Example:** PMF\_PRP\_AccessProject\_V1\_20160319.docx