



## IT Services Document

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# OP004 - SDD & NCR Naming Convention

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Version: 1.0

Description & Target Audience: Service Design and Network Connection document naming methods. Aimed at It technical and Project staff.

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Document Owner:

Name/Position	Domain Team Leads
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Revision History

Version	Description	Author	Date
0.1	First Draft	Shelim Miah	19/10/2015
1.0	ITLT Review and Approval	ITLT	30/11/2015

Authorisation:

Name / Position	<b>Chris Day, Director of IT Services</b>
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Date	<b>30/11/2015</b>
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## 1 Purpose

- 1.1 By introducing a naming convention it will standardise the way Service Design Documents (SDD) and Network Connection Request Documents (NCRF) are assigned titles. This will make it easier to locate and identify SDD and NCRF types of document. It will also help to identify relationships to a group of documents or a particular service and ensure that each name is unique

## 2 Scope

- 2.1 This Document covers the naming conventions for Service Design Documents, (SDD) and Network Connection Request Forms (NCRF).
- 2.2 For normal electronic file naming conventions please refer to the link electronic [file naming convention](#) under the information governance page (link can be found on the ITS webpage under governance).

## 3 Naming Convention

- 3.1 Every SDD and NCRF must be given a meaningful name that identifies the service or product that is being delivered.
- 3.2 Both SDD and NCRF must follow the naming convention and order described below:

***DTL Reference – Service/System name\_Environment\_Document Type Version number.***

DTL Reference	Service/System Name	Environment	Document type	version number	Example
171	Agresso	PROD	SDD	1.0	171 – Agresso_PROD_SDD V1.0
172	Agresso	UAT	NCRF	1.0	172 – Agresso_UAT_NCRF V1.0
173	Agresso	DEV	NCRF	1.0	173 – Agresso_DEV_NCRF V1.0

**DTL reference:**

- 3.3 The DTL reference is generated by the PMO and is allocated to each document as they are submitted to the DTL for approval.

**Service/System Name:**

- 3.4 The Service/System name is used to help identify the product or service.

**The Environment:**

- 3.5 The Environment refers to whether the changes the document is proposing refers to the Production (PROD), User Acceptance Testing (UAT) or Development (DEV) areas.

**Document Type:**

- 3.6 The Document type refers to whether this is a Service Design document (SDD) or a Network Connection Request Form (NCRF).

**Version Number:**

- 3.7 Version number simply refers to the number of iterations the document has undergone and follows the standard versioning convention as outlined in the [QMUL Electronic file naming conventions](#).
- 3.8 The Author of the document is responsible for generating the title using the naming convention above.
- 3.9 Once the documents have been through the DTL process, an owner of the document must be assigned and the documents should then be handed over to the Configuration Management and Service Catalogue Analyst, who will store them within the Configuration management Database (CMDB).
- 3.10 Each year or 3 years the document must be reviewed by the Service owner to ensure the SDD and NCRF are still accurate. Where necessary changes should be made to reflect the true picture of the service/Product.