



Johnson County Information Technology Services

Business Services Directory Standard

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Version History

Date	Version Number	Name	Reason
13 February 2002	1.00		Original Document Creation
10 May 2002	1.01	Mary Pearson	Added information about projects that are department related rather than application related. Also added requirement for shortcuts to cross-reference between departments and applications and vice versa.

1. General Information

1.1. Purpose

This standard describes the file directory structure Business Services will employ to organize and safeguard project and application documentation. The standard provides an organized structure for easy access to application and project documentation. Naming conventions are also included for folder naming. Application and system documentation are essential components of any product and must be treated as such.

1.2. Scope

This standard applies to all documentation created by Business Services during the application development process and during normal support and maintenance activities.

1.3. Definitions

Documentation – any artifact produced during the development, maintenance, or support of an application or system.

2. Directory Standard

2.1. Structure

Folders shown in bold are required. *Italicized folders are optional depending on need.*

itsdata on 'admsan05'
etc
Business Services

Applications

CAMA

LGFS

Requirements

Design

Test Plans

Maintenance

Retirement

Miscellaneous

W1228 Remove Object Codes

Project Management

Implementation

W1090 Fund Code Changes

Project Management

Implementation

PPAS

etc

Active Projects

W921 Request Management

Project Management

Requirements

Design

Test Plans

Implementation

Miscellaneous

W998 Genesys Functional Releases

Project Management

Requirements

Design

Test Plans

Implementation

Miscellaneous

etc

Departments

Administration

Appraisers

BOCC

Environmental

Facilities

Legal

OFM

ROD

Public Health

W1201 Medication Distribution Tracking

etc

data on 'admsitsfil01'
Source Safe

2.2. Folder Contents

2.2.1. Applications Folder

The Applications folder will contain a subfolder for each application created, supported or maintained by Business Service. These folders hold the documentation that describes the current production version of each application.

In each specific application folder, e.g. LGFS, will be folders for the documentation created during each phase of the development life cycle.

Requirements – This folder will hold the requirements documentation for the application. Examples include use case documentation, the requirements definition document, business

process maps and data flows, etc.

Design – This folder will contain the documentation related to the design of the system.

Documents stored here include the System Design Document, data administration deliverables, component design documents, and Application Inventory.

Test Plans – Component test plans, system test plans, and acceptance test plans will be stored in this folder.

Maintenance - Maintenance specifications, notes, or related materials for the application will be kept here.

Retirement – This folder will hold any retirement specifications or plans for the application.

Miscellaneous – Various communication and documentation regarding the production application will be stored in this folder as needed.

For each application there may also be a series of project specific folders. These folders contain documentation from completed projects. The structure for the project specific documentation is:

W1228 Remove Object Codes – This folder will contain documentation that is specific to the work order referenced by the folder name. Subfolders under this level may include:

Project Management – Previous project plans and Traceability Matrices would be included in this folder. These could provide a starting point for future project work on the application.

Implementation – Prior Implementation plans would be stored here, again as reference material for future project work.

Application folders will also contain a shortcut to the department folders for each department that uses the application.

2.2.2. Active Projects Folder

This folder will contain a subfolder for each active Business Services project as defined by the PMO Framework. These folders contain the documentation being created or modified as part of the project implementation. For each project folder, the following subfolders are defined:

Project Management - The project plans and Traceability Matrix will be included in this folder.

Requirements - This folder will hold the requirements documentation for the application.

Examples include use case documentation, the requirements definition document.

Design - This folder will contain the documentation related to the design of the system.

Documents stored here include the System Design Document, data administration deliverables, component design documents, and Application Inventory.

Test Plans - Component test plans, system test plans, and acceptance test plans will be stored in this folder.

Implementation - This folder contains the detailed implementation plan

Miscellaneous – Memos, various communications and other project related documentation will be stored here as needed.

2.2.3. Departments Folder

A folder for each department serviced by Business Services will be defined under the Departments folder. These department folders will contain documentation relating to specific departments rather than applications. These folders will contain artifacts created while providing consulting services to a department. These will be generally organized in a project folder, but also may include documentation not related to a specific work order.

Completed projects that are not related to a specific application, e.g. department web pages, will reside department folders. Department folders will also contain shortcuts to the folders for applications used by the department.

2.2.4. Source Safe Folder

The source code repository for distributed applications resides in this directory. See the Business Services Source Code Management Procedure for more information on this folder.

3. Naming Conventions

All folder names should use complete words. Abbreviations should not be used to avoid misinterpretation. Standard capitalization should also be used for readability.

Application folders will use the name of the application as it comes from the vendor, or as referred to by the user community.

Project folders names will consist of the work order number generated in Request Management prefixed with a "W" and a brief description. For example, the ITS Website rewrite project folder would be named W1156 ITS Website.

4. Roles and Responsibilities

4.1. Project Managers, Business Analysts, Systems Analysts, Programmer/Analysts

The person who is assigned the work order will set up folders for the documentation. This individual is also charged with ensuring the accuracy and completeness of all documentation produced during the project.

This person also has the responsibility of ensuring that folders and documents are migrated as appropriate as work orders are closed. Only final versions of project documentation should be moved.

4.2. Business Services Managers

Business Services managers should periodically review the division folders to make sure the structure does not become cluttered with invalid documents and folders.

5. Process

5.1. Folder Creation

In the Projects folder, project folders should be created no later than when work orders move from the pending status to open status. They can be created earlier if the work order has been assigned. Project team members responsible for specific document creation or updates should begin with the current production artifact from the specific application folder.

Application folders will be created when new applications are implemented in the production environment.

Department folders will be added as required.

5.2. Folder Migration

Project folder documentation should be moved to either the Application folder under the appropriate application or to the appropriate Department folder upon completion of the project.