

DOCUMENT CONTROL NUMBER AND FILE NAMING CONVENTIONS

A goal of the Group Meeting Management System is to provide members with a means to obtain a document control number (DCN) for a member generated document without intervention from the group's Document Custodian/Secretary.

Additionally, a system goal is to correlate system supplied DCNs with electronic files submitted by members. This feature would facilitate an audit of DCN vs. electronic files and enable the restriction of the number of 'open' DCNs a member can have. 'Open' in this case means that a DCN has been requested, but the electronic document has not been submitted.

Document Control Numbers

The generation of the DCN is specified in multiple documents. Unfortunately, these documents specify three different formats.

IEEE 802

Reference: IEEE 802 LMSC Operating Rules, dated July 12, 2002

*The format for the document numbers will be as follows:
either 802.na/Di-yy/m (formal draft standards)
or 802.n{tg}-yy/m (all other documents & correspondence)*

The document referenced above does not have a DCN or provide an example

IEEE 802.11

Reference: IEEE 802.11 WG Operating Rules, dated September 11, 2002

90. Right: the text "doc: IEEE 802.11-yy/nn", where yy are the last two digits of the year and nn are the digits of the document number; revisions are indicated by addition at the end of the text of '-r' followed by the revision number.

The document referenced above has the DCN **IEEE 802.11-00/331-r4**.

IEEE 802.15

Reference: IEEE 802.15 WPAN Operating Rules, dated July 5, 1999

*P802.15 uses the LMSC document numbering scheme. Every official document produced or archived by the Working Group will have a document number assigned in the format:
802.15-yy/m[ri]*

where *yy* is the year produced, *m* is a sequential assigned by the WG secretary or designee, and *ri* is a revision designation. Brackets indicate the field is only present if additional versions of the document are produced and are brackets not included in the document number, that is assigned by the WG secretary or designee.

Draft standards for 802.15 with have the format:

802.15/Di-yy/m

where *i* is the Draft Revision Number, *yy* is the year produced, and *m* is a sequential number assigned by the WG secretary or designee.

The document referenced above does not have a DCN or provide an example.

Analysis

The 802 format specification does not provide for revision identification within the DCN.

The 802.11 format prepends IEEE to the DCN and places a hyphen between the sequence number and the revision designator.

The 802.15 format specification extends the 802 format by appending the revision indicator directly to the DCN.

Recommendation

Base the DCN on the format specified by the IEEE 802 Operating Rules with variations: the use of the Task Group indicator '*{tg}*' is proscribed and the sequential indicator is prepended with zeros if less than three digits. To allow for revision identification, append the format with a period and a two-digit numerically sequential indicator for the revision number:

802.15-yy/mmm.ii

As an example, the DCN for the third DCN requested in the year 2005 by a member of the 802.15 Working Group would be **802.15-05/003.00**. A revision to the base document would cause the revision indicator to increment with a resultant DCN of **802.15-05/003.01**.

Proscription of the Task Group indicator will prevent possible name-space conflicts. A DCN for the **802.1 TG 1a** (possibly invalid TG) and **802.11 TG a** task groups would have the same base DCN: **802.11a**.

File Naming Conventions

The format for generation of electronic media file names is specified in multiple documents:

- ✍ IEEE 802.11 - 802.11 WG Operating Rules, dated September 11, 2002
- ✍ IEEE 802.15 - WPAN Operating Rules, dated July 5, 1999

IEEE 802

Reference: IEEE 802 LMSC Operating Rules, dated July 12, 2002

The IEEE 802 LMSC Operating Rules do not specify file naming conventions. However, the document itself is named LMRULE0702r1.DOC which indicates a format of

HUMANNAMENOSPACESMMYYri.EXT

IEEE 802.11

Reference: IEEE 802.11 WG Operating Rules, dated September 11, 2002

The IEEE 802.11 Operating Rules specify the following file naming conventions:

gg-yy-sssr(n)[l]-G-HumanName.ext

- ✍ gg = Work Group identifier
- ✍ yy = The year the DCN was issued
- ✍ sss = The sequential document number
- ✍ r = The character 'r'
- ✍ n = The revision number
- ✍ l = Optional letter A to indicate a companion document.
- ✍ G = Group designator
- ✍ HumanName = Human readable name (title) of the document with hyphen or underscore between words.

As an example, the document has a file name of 11-00-331r4-WG-Operating Rules.doc.

IEEE 802.15

Reference: IEEE 802.15 WPAN Operating Rules, dated July 5, 1999

The IEEE 802.15 Operating Rules specify the following file naming conventions:

yym[ri]P802-15t

where yy is the year produced, m is a sequential number assigned, ri is a revision designation and t a meaningful description of the document that can also be used as a title and is in the heading of the document.

As an example, the document has a file name of 99001r6P802-15_Operating-Rules.doc.

Analysis

The 802 file name format provided does not enable automated correlation of DCN with file name, as the DCN is not a part of the file name.

The 802.11 file name format is a similar mutation of the DCN, includes additional meta-data (companion document, group designator), lends itself to group-date-serial-revision number ordering, and would take minimal effort to correlate to a DCN.

The 802.15 file name format lends itself to date-serial-revision number ordering, but would cause group sorting problems if files from different working groups are located in the same directory.

Recommendation

Base the file name format on the document's DCN, replacing periods and forward slashes with a hyphen and then appending a hyphen and a lower-case hyphen-separated human title with the proper extension.

Document DCN: 802.15-05/003.01

Document Title: Study of PAN Denial of Service Attacks

Document Format: MS Word Document (.doc)

Resultant File Name: 802-15-TG2-05-003-01-study-pan-denial-service-attack.doc

Use of this format would enable the system to easily audit the use of requested DCNs, allow for group-, date-, and version- based sorting within a singular directory, and eliminate operating system or file system inconsistencies. Additional meta-data for searching, listing, and retrieval of documents can be captured and provided by the system.

Use lower case.

system forces them to get 2 numbers for joint group documents