

NRS SDLC Project Repository Structure

The Project Repository is used to store and share all Project Documentation and all deliverables completed by the Project Team or in relation to the project. This document describes a folder structure for the repository for NRS IM/IT projects and encourages a consistent approach across all projects and is based on the SDLC.

Application Folders

Traditional Application Development and Maintenance will be stored in the same parent folder but the subfolder naming will indicate the project type.

- 📁 <Acronym>.<Application_Name>
- 📁 <Acronym>.<Application_Name>_<Release#> (ArcsCoding<Acronym>)
- 📁 <Acronym>.<Application_Name>_Maintenance<Years>(ArcsCoding<Acronym>)

Example:




























- 📁 ABC.AlphabetBubbleCar
- 📁 ABC.AlphabetBubbleCar_Maintenance2011_2012(6840ABC)
- 📁 ABC.AlphabetBubbleCar_Maintenance2012_2013(6840ABC)
- 📁 ABC.AlphabetBubbleCar_V1(6540-20ABC)
- 📁 ABC.AlphabetBubbleCar_V1.5(6540-20ABC)









Project Folder Structure







Development	Maintenance
<ul style="list-style-type: none"> 📁 !Project_Mgmt_Cntrl 📁 Budget_Cost_Mgmt 📁 Change_Requests 📁 Contract_Request 📁 Emails 📁 Presentations 📁 Project_Decision_Requests 📁 Risk_Assessment 📁 Status_Reports 📁 01_Initiation 📁 02_Requirements 📁 03_Design 📁 04_Build 📁 UAT 📁 05_Testing 📁 06_Implementation 📁 User_Training 	<ul style="list-style-type: none"> 📁 !Project_Mgmt_Cntrl 📁 Budget_Cost_Mgmt 📁 Change_Requests 📁 Contract_Request 📁 Emails 📁 Presentations 📁 Project_Decision_Requests 📁 Risk_Assessment 📁 Status_Reports 📁 02_Initiation 📁 03_Analysis 📁 04_Design 📁 05_Build 📁 UAT 📁 06_Implementation 📁 User_Training











Development & Maintenance Folders, Subfolder and Files



Note: The icons in the table below indicate if the items is a folder (📁) or file (📄, 📊) including possible file type.




 !Project_Mgmt_Cntrl		SDLC Phases (if different than file location)	Used in Maintenance
	Budget_Cost_Mgmt (note: Internal tracking of project \$ to reconcile with official contract invoice records)	Analysis	Y
	Budget and Cost Management Plan		Y
	Contract Invoice Tracking		Y
	Change_Request		Y
	Change Log		Y
	Change Requests		Y
	Contract Request		Y
	Emails		Y
	Meeting Minutes		Y
	Presentations		Y
	Project_Decision_Requests		Y
	Risk_Assessment		Y
	Financial Risk and Controls Review	Analysis	Y
	Impact Analysis	Analysis & Build	Y
	PIA - Privacy Impact Assessment	Analysis & Build	Y
	RIA - Records Impact Assessment	Initiation & Analysis & Design	Y
	Risk Management Plan	Analysis	Y
	STRA - Security, Threat, Risk Assessment	Analysis & Build	Y
	Status Reports		Y
	Communications Plan	Analysis	Y
	Implementation Plan	Analysis & Build	Y
	Issue Log		Y
	Issue Management Plan	Analysis	Y
	Quality Management Plan	Analysis	Y
	01_Initiation		Y
	Business Case		N





	Complexity Assessment Tool		Y
	Feasibility Whiteboard Checklist		N
	Master Project Plan and WBS		Y
	Project Assessment Document		N
	Project Charter		Y
	Project Resources		Y
	Project Identification Document		N
	Retirement/Archive Plan		Y













	02 Requirements		Y
	Business Solutions Options		N
	Capacity Plan		N
	Data Management Plan		Y
<input type="checkbox"/>	Logical Data Model and Codes		Y
<input type="checkbox"/>	Process Model		N
<input type="checkbox"/>	Security Actions and Roles Definition & Management	Analysis & Build	Y
	Business Process Requirements Document		Y
	Technical Whiteboard Checklist		Y

	03 Design		Y
	Data Conversion Design		Y
	Data Security Profile (Data Warehouse)		Y
	Data Security Profile (Operational)		Y
	Design Specifications Document / Software Design Description	Design & Implementation	Y
	Design Warehouse Replication		Y
	Infrastructure Request	Design & Build	Y
	Metadata Definition		Y
<input type="checkbox"/>	Physical Data Model		Y
	QA Test Plan		Y
	Workstation Hardware Request		Y

	04 Build		Y
	Application Development Results		Y

	Data Conversion Application Development Results		Y
	Data Conversion Plan		Y
	QA Test Scripts		Y

	05_Testing		Y
	UAT		Y
	User Acceptance Test Plan	Analysis & Build	Y
	User Acceptance Test Results	Analysis & Build	Y

	06_Implementation		Y
	User_Training		Y
	Training Plan	Analysis & Build	Y
	User Training Materials	Analysis & Build	Y
	User Procedures Manual	Build & Implementation	Y
	Maintenance Plan	Build & Implementation	Y
	Operations Manual	Build & Implementation	Y
	Data Conversion Results		Y
	Migration to Production – Signoff by PS		Y
	Handover Plan		Y
	Project Evaluation (including Lessons Learned AND Next Steps)		Y
	Quality Assurance Results		Y

Deliverables not stored in the Project Repository:

Migration Package	Build	Stored in SVN
Online Help	Build	Provided with code from contractor
Workstation Software Packaging Request	Build	Stored in Email

Other Relevant Information

SharePoint is an optional tool to use for communication, drafting and sharing purposes (to be deleted once project has been completed) but the common share file & print drive (I: drive) used by the Branch should be the primary source of all final copies of project information. All files should be moved to the project repository at regular intervals and at the project close-out.

Procurement documents should be stored in a separate location as per the standard approach used by the Branch.