# TN-014. Filename Convention

General. Given the complexity and numbers of people involved in the RBSP EFW project, it is likely we will have a large number of documents needed to describe the instrument, its components, and so forth. Without some sort of control, people may write documents that have the same or similar name as others, with the result that documents are not read, reviewed in a timely fashion, mixed up or lost altogether.

The following naming convention achieves several top goals:

Flexibility. It is important that RBSP EFW engineers and managers can organize their documents naturally following project design needs. Authors should have the ability to name the files in some way to describe them.

Order. It is important that we can find the files in a subdirectory, or when copying them around. A subset of engineering files should tend to be ordered in a computer subdirectory. Revisions should be readily apparent and in order. Separations for clarity should use underscore (“\_”), or space(“-“), and not space (“ “), since the space changes the order considerably. Mechanical drawings using “-“ will be ordered together, just not with all the other documents.

Capitalization. Acronyms are supposed to be capitalized. RBSP and EFW should be always capitalized. If not, then the filename rests in a different part of the subdirectory.

Project Name. For many of us working on multiple projects, it is important to distinguish RBSP EFW files from THEMIS files, or Polar files, etc. Also, it is important to distinguish APL files coming to Berkeley.

Revisions. It is important that revisions be readily apparent. Picking up an old version of a document is at best frustrating, and at worst disastrous.

## Non-Mechanical Documents

It is suggested that filenames have the following form

RBSP\_EFW\_SSS\_nnnR\_Description.ext

Where

SSS is the system, subsystem or management discipline

nnn is the number of the document, assigned by the lead;

R is the revision letter (no letter is draft, “A” is the first revision);

|  |  |  |
| --- | --- | --- |
| **SSS Code** | **Discipline** | **Lead** |
| MGT | Management | K. Goetz |
| SYS | Systems Engineering | M. Ludlam, D. Curtis |
| PA | Performance Assurance | R. Jackson |
| TN | Technical Notes | (anyone) |
| SPB | Spin Plane Booms | G. Dalton |
| AXB | Axial Booms | J. McCauley |
| IDPU | Instrument Data Processor Unit | M. Ludlam |
| FSW | Flight Software | P. Harvey |
| GSE | Ground Support Equipment | W. Rachelson |
| BEB | Boom Electronics Board | J. Hoberman |
| DCB | Data Controller Board | M. Ludlam |
| PCB | Power Control Board | P. Berg |
| LVPS | Low Voltage Power Supply | P. Berg |
| BPL | Backplane | D. Curtis |
| DFB | Digital Fields Board | S. Batiste |
| PRE | Preamp | R. Hochman |
| SOC | Science Operations Center | J. Bonnell |
| SCI | Science | J. Wygant |

**Allocation of Discipline Codes**

|  |  |
| --- | --- |
| **Numeric Code** | **Example of Content** |
| 001 | Specification or Requirements |
| 002 | Design |
| 003 | Analyses |
| 004 | Functional Description |
| 005 | … |

**Numeric Code Examples**

Examples are as follows:

|  |  |
| --- | --- |
| **Example** | **Comment** |
| RBSP\_EFW\_SYS\_001\_Requirements | System Engineering begins with requirements |
| RBSP\_EFW\_BEB\_001A | Good revision |
| rbsp\_efw\_BEB\_001 | BAD! Not Capitalized |
| RBSP EFW BEB 001 | BAD! Spaces used  |
| RBSP\_EFW\_BEB\_001\_revA | BAD! Should be 001A |

## Mechanical Documents

The ME’s are pretty entrenched in their version of this. The mechanical version is

RBSP-XXX-YYY-000RR description.xxx

Where XXX = component of suite such as AXB, SPB, IDP, BEB, etc. I think this is more useful than just “EFW” given that EFW is all we are doing for RBSP.

Where YYY = type of document such as MEC for dwgs, ICD, PRC for procs, etc.

Where 000 is the doc or part number. In the case of mechanical drawings, 000-099 is reserved for assemblies, and each subsequent block of 100 is for a specific subassembly.

Where RR is the rev—we need two digits as we can easily run past 26 revs on assemblies because SW rolls the rev every time you check the assy into PDMW.

Where “description” is a clear enough indication of the contents that people other than the CogE can figure out what it is.

We’ve always used dashes in the part# and spaces in the description rather than underscores, as it is often difficult to tell if a file is underscored or spaced in windows.

This will place the mechanical drawings ordered together but apart from the others.