

Schaperow, Jason

From: Schaperow, Jason
Sent: Tuesday, January 11, 2011 1:57 PM
To: Chang, Richard
Subject: RE: Strategies for Document Control

Below is a revised version with my suggested clarifications.

For Appendices:

Steps:

1. Sandia staff member (e.g., Nate) emails a Word document of new version of revised Chapter, Section, or Sub-Section to Richard, Charlie, and Jason with a cc to Yvonne.
2. Charlie and Jason review and propose changes to the Word document using Track Changes and emails it back to the Sandia staff member with cc to Richard and Yvonne.
3. Sandia staff member reviews and makes any additional changes needed using Track Changes and sends it back to Richard, Charlie, and Jason with a cc to Yvonne.
4. Repeat steps 2 and 3 as necessary to achieve consensus.
5. Charlie and Jason provide Track Changes version to Richard to incorporate into the control version of the Appendix.
6. Richard will save the Track Changes version electronically in a folder (where, in your file cabinet, on your hard drive?) so that the markups can be retrieved at a later date.
7. Richard will accept all changes and incorporate it into the control version of the document.

For Main Report

Same as above except step 1 is not applicable.