**PSO FILE NAMING CONVENTION**

**DOCUMENTS**

**Overriding Principles:**

* Titles must always be the shortest possible, clear, relevant.
* Total name and file path should not exceed 255 characters;
* Dates must always follow the ISO standard and be in the order of Year-

Month-Day (YYYY-MM-DD or YYYMMDD)

* No special characters should be used apart from underscores and

dashes / hyphens. Others such as $%&\*()?.,, should not be used.

* Version number must always appear like v#.# and be the last element in the file name. Whole numbers should be used for major revisions and minor decimal numbers for drafts. Always use a 2 digit revision number to clarify this, using a point to separate the two. Doing so should ensure that the latest revision will always appear at the bottom of the document list.
* No spaces should be used in file names. Instead underscores should be used to separate file name elements
* Use CamelCase (i.e. running words together capitalising the first letter) to avoid spaces and make element names clear.
* Use points to separate revision decimal numbers
* Abbreviations should be commonly adopted organisational codes that are relevant to the receiving audience
* Email Management require specific elements. These are dealt with separately below.

**Explanation**

* The basic elements that SHOULD always be present are:
* Project Number (if appropriate)
* Brief Title
* Date
* Version Number

Where appropriate the date can come first (more common for filling emails, minutes, agendas pertaining to a specific meeting date).

* Other optional elements that may be included as part of the Title are:
* Status - (Draft, Issue, Approved)
* Initials of creator - (KP)
* Figure Number (for drawings) - (Fig3-0)
* Document Type (Minutes, Agenda, Letter in full or abbreviated using standard abbreviation such as Min , Agn , Let)

These elements are document type specific and should only be used where their use adds value, avoids repetition and redundancy and helps differentiate from other documents within the same filing space that may be of same or similar content and name.

**Examples:** BriefTitle\_YYYY-MM-DD\_v#.#.doc or YYYY-MM-DD\_BriefTitle\_v#.#.doc

**Standard PSO Abbreviations**

**Documents**

|  |  |
| --- | --- |
| **Abbreviation** | **Description** |
| Actn | Actions |
| BC | Business Case |
| Cttee | Committee |
| Ltr | Letter |
| Min | Minutes |
| PAR | Project Account Request Form |
| PEP | Project Execution Plan |
| PID | Project Initiation Document |

**General**

|  |  |
| --- | --- |
| **Abbreviation** | **Description** |
| BAU | Business as Usual |
| CDM | Construction Design & Management |
| COP | Code of Practice |
| CP | Capital Programme |
| CTD | Costs to Date |
| ELT | Estates Leadership Team |
| EMT | Estates Management Team |
| ESCP | Estates Strategy and Capital Programme |
| FI | Facilities and Infrastructure |
| Mgt | Management |
| OOH | Out of Hours |
| PMO | Programme Management Office |
| PSO | Portfolio Services Office |
| Reqmts | Requirements |
| SG | Stage Gate |
| SMP | Strategic Maintenance Programme |
| Spec | Specification |
| Stnd | Standard |
| YTD | Year to Date |

**Committees**

|  |  |
| --- | --- |
| **Abbreviation** | **Description** |
| PRG | Project Review Group |
| CPSC | Capital Programme Sub Committee |
| EMC | Estates Management Committee |
| FC | Finance Committee |

**Buildings**

|  |  |
| --- | --- |
| **Abbreviation** | **Description** |
| BKB | Bernard Katz Building |
| CIB | Christopher Ingold Building |
| DMSW | DMS Watson |
| GSH | Gordon Street Houses |
| GOSH | Great Ormond Street Hospital |
| ICH | Institute of Child Health |
| ICH PUW | ICH Phillip Ullman Wing |
| ICH WTB | ICH  |
| IoE | Institute of Education |
| IoN | Institute of Neurology |
| IoO | Institute of Ophthalmology |
| KLB | Kathleen Lonsdale Building |
| LCN | London Centre for Nanotechnology |
| MPEB | Malet Place Engineering Building |
| MRC | Medical Research Council |
| MSSL | Mullard Space Science Laboratory |
| POGB | Paul O’Gorman Building |
| QSH | Queen Square House |
| RFH | Royal Free Hospital |
| SoP | School of Pharmacy |
| UCLH | University College Hospital |
| UoL | University of London |

**EMAILS**

**Overriding Principals**

* As above
* Separate the different name elements with an underscore “\_”.
* The date must always be in this format: Year-Month-Day – YYYY-MM-DD.
* Ensure the subject title is clear and relevant to the content of the email.
* Use the full name of the sender.

**Example:** ProjectNumber\_Subject Title\_YYYY-MM-DD\_Sender’s Name