

SISO-ADM-001-2018
Policy for Product Identification

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Prepared by:
Simulation Interoperability Standards Organization
Standards Activity Committee (SISO SAC)

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P.O. Box 781238

Orlando, FL 32878-1238, USA

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SISO Inc. Board of Directors

P.O. Box 781238

Orlando, FL 32878-1238, USA

Revision History

Version	Section	Date (MM/DD/YYYY)	Description
SISO-ADM-001-2018	All	05/03/2018	Significant rewrites, including new, clean template, introductions all rewritten, added papers, removed parts and members, changed name to product identification (not just numbering), added support for version numbers.
SISO-ADM-001-2014	All	05/15/2014	Document should be read in its entirety, substantial changes made to clarify and simplify for application and readability.
SISO-ADM-001v001[2011]	All; general, copyright, revision, 1; 1.1; 1.2; 1.3; 1.4; 2, 3, 4, 4, 5	03/10/2011	Title revised to Product Numbering; General: Changed formatting to comply with Style Guide (also under revision); Title changed from "Product Numbering" to "Policy for Numbering of SISO Products"; Added copyright page; Added revision page; Restructured Introduction; Added Purpose sub-section; Renumbered 2.0 to 1.2 and updated Scope sub-section; Added Objectives sub-section; Added Intended Audience sub-section; Renumbered 3.0 to 2 References; TBD: Editor – update in final edit for approval; Added Definitions section; Added Acronyms and Abbreviations section; Replaced old section 4 and 5
SISO-ADM-001-1999	All	2001	First revision – undocumented
SISO-ADM-001-1999	All	1999	New

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1 Introduction

Products developed by the Simulation Interoperability Standards Organization (SISO) require unique product identifiers. These product identifiers provide an unambiguous reference for a published product. This is critical for configuration management of the products, making them visible and discoverable, and immediately recognizable by users.

1.1 Purpose

This document provides the process, scheme and controls for the unique identification of SISO products.

1.2 Scope

This document defines the numbering scheme for SISO products.

1.3 Objectives

- Establish SISO products identification format
- Establish an unambiguous, hierarchal numbering scheme for SISO products making them visible, discoverable and immediately recognizable by users
- Establish a consistent numbering procedure for product numbers
- Establish the approval authority for the issuance of product numbers
- Establish the management guidelines and authority for SISO product identification

1.4 Intended Audience

- Committees, groups, and teams within SISO who may develop a SISO product.

2 References

2.1 SISO Documents

Document Number	Title
SISO-ADM-002-2017	SISO Policies and Procedures (P&P)
SISO-ADM-003-2011	SISO Balloted Products Development and Support Process (BPDSP)
SISO-ADM-005-2011	Policy for the Style and Format of SISO Documents

2.2 Other Documents

N/A

3 Definitions

Term	Definition
Primary Committee	The SISO Committee responsible for oversight of a particular activity.
Support Contractor	Organization contracted by SISO to provide administrative support to SISO operations
Development Activity	The actions taken by any SISO committee, group, or team to produce one or more SISO products.

4 Acronyms and Abbreviations

Acronym or Abbreviation	Definition
BPDSP	Balloted Products Development and Support Process
CC	Conference Committee
EXCOM	Executive Committee
P&P	Policies and Procedures
PN	Product Nomination
SAC	Standards Activity Committee
SIW	Simulation Innovation Workshop
SPS	Shared Public Specification
TOR	Terms of Reference

5 Product Identification

The following sections provide details for the SISO Product identifier including implementation, applicability, management, policy, and legacy product identification.

There is a difference between a published SISO Product number (i.e., the product number that identifies the document) and the product identifier or filename a committee or group might use for configuration management purposes as the file is revised, reviewed, and updated throughout the development process.

5.1 All Other Products

All published SISO products, except papers and presentations, shall be identified using the following numbering scheme:

SISO - «product type» - «product number» .«part» - «year»

Spaces are shown for readability only; no spaces or other whitespace characters shall be in the product number. These are examples of published SISO Product numbers:

SISO-ADM-001-2014	SISO-STD-008-DRAFT (indicating a draft)
SISO-PN-007-2013	SISO-REF-010.1-2017 (indicating a part)
SISO-TOR-006-2012	

Draft SISO products shall use “DRAFT” instead of the <<year>> as shown in the examples. The primary committee shall update the year after the product is approved by the EXCOM for publishing. The primary committee shall publish the document to SISO’s Digital Library and provide the necessary updates to the appropriate SISO webpages.

5.1.1 «product type»

The product field identifies the type of SISO Product and shall be one of the following:

- STD – for standards
- GUIDE – for guidance products
- REF – for reference products
- ADM – for administrative products
- PN – for product nominations
- TOR – for terms of reference products

5.1.2 «product number»

The product number identifies the primary number assigned to a product stemming from the initial development activity. A product may be a group of related products separated by part numbers (see 5.1.3). Product numbers are assigned sequentially in increments of one. Leading zeros shall be used, and only used, for values smaller than 1000. For each product type, there shall be no duplicate product numbers.

5.1.3 «part»

The part field identifies additional content of the product that is kept in a separate volume from the main product, but is treated as part of the current version of the product. This may include appendices, annexes, machine readable content, etc. The main or sole part of a product omits this field. The <<part>> is a single integer (no leading zeroes). These are examples of product numbers using the part identifier:

SISO-GUIDE-001.1-2012

SISO-GUIDE-001.2-2013

5.1.4 «year»

The year field is required for published SISO products and is expressed as the four-digit year in which the product is approved by the EXCOM for publishing. The date on the cover page is the date specified by the editor and should be the date of final editing or when submitted for approval. The date on the cover page shall match the date in the revision history for that version.

5.2 Papers and Presentations

All published SISO papers and presentations shall be identified using the following numbering scheme:

«year» - SIW - «product number»

Spaces are shown for readability only; no spaces or other whitespace characters shall be in the product number.

5.2.1 «year»

The year field identifies the year and season of the event for which the product was published. The <<year>> is in the form of the last two digits of the year followed by a single capital letter representing the season, such as “F” for fall and “W” for winter. For example, the first published paper for the winter SIW in 2018 might be number 18W-SIW-001.

5.2.2 «product number»

The product number identifies the document number for the published paper or presentation. Product numbers are assigned sequentially in increments of one. Leading zeros shall be used, and only used, for values smaller than 1000. There shall be no duplicate product numbers, but presentations of published papers shall have the same product identifier.

5.3 Document File Naming

All computer file types shall use the product identifier as the first part of the file name. The rest of the file name should be the group name (if appropriate) and a short name of the product. For example, SISO-STD-001-2015 GRIM RPR FOM. For papers, no additional words after the product identifier should be used. For presentations of a published paper, the filename should indicate it's a presentation (specifically, when both the paper and presentation have the same file type (e.g., PDF).

5.4 Version Numbers

All SISO products except for papers and presentations may include a version number at the option of the group developing the product. The version number should be preceded by the letter “V” (capital or lower case) and may be a single integer or major/minor revision schema. The meaning of the version number, if used, should be indicated within the product. The version number shall be specified on the cover page

and within the revision history. For example, the enumerations document is SISO-REF-010-2017 V23. As another example, C-BML Phase 1 SISO-GUIDE-004-2017 is Version 1.0.

5.5 Management of Product Identifiers

5.5.1 Management Responsibilities

SISO retains contracted services, herein referred to as the Support Contractor, for management of its day-to-day operations, which ensures continuity for SISO committee records and activities. It is the expectation of this policy that the record of issued product identifiers and issuance of new product identifiers in accordance with this policy is the responsibility of the support contractor. In the event that support is not available, the SAC shall assume the responsibility.

After initial issuance of the product identifier, the product is considered in control of the activity responsible for its preparation.

5.5.2 Issuance Authority

Product numbers are assigned when the product creation is authorized (e.g., Product Nomination is approved). In some cases, a product number may be assigned with the authorization of that product's activity under one of SISO's three committees (EXCOM, SAC, or Conference Committee). Special activities may also be determined by the SISO Board of Directors (BoD). One committee normally has primary oversight authority for any one product activity, herein referred to as the Primary Committee. The Primary Committee shall, in accordance with this policy, identify the product type and whether the product is a new activity or revision to an existing product, and direct the support contractor to assign the next appropriate product identifier(s).

5.5.3 Terms of Reference (TOR) and Product Nomination (PN)

Terms of Reference and Product Nomination products shall be issued product identifiers when received by the Primary Committee.

5.5.4 SISO Reports

Reports that are to be published, regardless of the reporting entity within SISO, shall be designated as general Reference Products ("REF"). Product development activities for balloted products that are required to prepare reports as part of their activity shall be issued a separate Reference Product identifier apart from the identifier for the balloted product for their reports. Unless otherwise superseded by a subsequent release or some other administrative policy, all reports are obsolete after ten (10) years from the date of EXCOM approval.