

X12N/TGA/WG3 - Documentation Management

Purpose

The X12N Project Management Office (TGA) Documentation Management Work Group 3 (WG3) reports to the Project Management Office Task Group.

This group is responsible for:

- All documentation pertaining to policies and procedures for the X12N Subcommittee and its Task Groups and Work Groups including but not limited to X12N Standing Documents, Policy and Procedure Documents and Training Materials.
- Maintaining an inventory of the documents
- Developing procedures and process flows for ongoing maintenance of X12N documents.
- Reviewing and updating all documents to ensure harmonization and consistency.
- Maintaining templates used by X12N.
- Ensuring branding is accurate and timely on all documents.
- Ensuring X12N's public-facing website is accurate and up to date.

Scope

The Work Group shall adhere to the applicable X12 Organization and Procedures Manual, Standing Documents, and X12N procedures. The highest-level documents of X12 and X12N shall govern in the event of conflict. The work group directly supports activities of the Subcommittee, its task groups, its work groups, and its management teams.

The Work Group's principal responsibilities are to:

- Develop procedures and process flows for ongoing maintenance of X12N documents.
- Ensure consistency among documents.
- Maintain and update documents.
- Maintain templates used by the Subcommittee, its task groups, and work groups.
- Ensure all public facing documents are current.

Document History

New versions of this document are effective on the approval date unless otherwise designated.

| Date | Description |
|------------|------------------------|
| 09/15/2017 | Converted to ASC90.04. |