## Change History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Author</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>11/30/06</td>
<td>Initial</td>
<td>Draft</td>
</tr>
<tr>
<td>A</td>
<td>1/2/06</td>
<td>Update</td>
<td>Initial release – add requirements for PDF as attachment</td>
</tr>
<tr>
<td>A.01</td>
<td>3/6/2013</td>
<td>Hart InterCivic</td>
<td>Updated to current style/format and versioning guidelines</td>
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</table>
1 Introduction

This document defines the procedure for controlling the documents included in the TDP (Technical Data Package) submitted to agencies for certification of the Hart Voting System (Hart VS).

2 Overview

The Technical Data Package will be released in the PLM (Agile) system. Many of these documents may already be released into the PLM system, for example:

- Technical Requirements Documents
- Test plans and results
- User manuals

While other TDP content may not be released via the PLM system

- Design/Meeting notes
- Materials that are maintained with a separate release process, e.g. Reliability Reports, Usability Study, etc.
- An Agile Bill of Materials (BOM) with an associated part number and version (when applicable) will be created that includes all documents that are required for the TDP. Whenever the TDP for a release must be accessed or sent to the Voting Systems Test Lab (VSTL), this BOM will contain all the proper documents.

2.1 Managing Revisions

There is no change to the current procedure for when to apply a new part number to a document that is being revised:

- A new Agile part number is required when a document is being revised for a new product generation, i.e., for a new version of software that moves from Ver. X.Y.Z to X.Y+1.Z or X.Y.Z+1.
- A new part number is NOT required when a document is “updated” for changes to the current release of a product prior to the VSTL witness build. If the document has been previously sent to the VSTL or others outside of Hart, then a new revision letter is required.

To take advantage of Hart’s previous document numbering system, the ”old” part number and revision number may be (but is not required to be) included in the Title tab’s Description field of a document when a new part number is assigned in Agile.

2.2 Deliverable Form of Documents

No document will be distributed outside of Hart InterCivic in editable form; all TDP Content shall be in PDF (or similar non-editable) format.

3 Agile Procedures for Assigning a New Part Number to a TDP Document

1. Start Agile.
2. Right-click in the gray area and select New from the pop-up menu.
3. In the Object List, select Document as the object type.
4. Click the 123 button to assign a part number and open the form.
5. Fill in all the fields of the Title tab, and include the following information in the Description field:
   Line 1: The document “title” organized with the most universal descriptor first. For example: the Tally Functional Specification document should be titled “Specification, Functional, Tally”
Last Line: The historical part number and revision number for this document. For example, the historical part number and revision for the Tally Functional Spec for System 6.4 would be: “6000-047 Rev. 43-64A” - This will allow users to continue to find current documents based on the old numbering system.

4 Procedure for Assigning a New Part Number to a TDP Document

1. On the title page of the document, update the Footer with the new Part Number and Rev. Number.
2. Update the Header with the new Part Number and Rev. Number.

5 TDP Abstract Document
The TDP Abstract document is intended to summarize all technical requirements, specifications, test plans, studies, and manuals published to certifying agencies and test laboratories. Our objective is to ensure that outside parties can quickly and easily navigate the technical data and requirements documents and gains the understanding of the voting system that they require.