

IMT Standards IMT Standards Oversight Committee Government of Alberta	Effective Date: 2018-01-08 Scheduled Review: 2020-02-01 Last Reviewed: 2019-02-21 Type: Technical¹
Standard number: A000077	
Naming Standard – Messaging Names	
Category: Hardware² Keywords: naming standards, distribution list, messaging	

Description of Standard

The standard below outlines the Government of Alberta (GoA) naming standards for Messaging Names used within the GoA messaging environment. The naming standards include:

- Distribution Lists
- Resource naming
- Public Folders

Standard Specification

Distribution Lists	
Description	Distribution lists are used to send email(s) to groups of individuals. Distribution lists must ; <ul style="list-style-type: none"> • be created within the organizational unit or department where the resource resides • have a detailed description documented in the Notes field of the distribution group • have an owner
Format	_department-distributionlistname

¹ See Appendix A for description

² See separate GoA Standards Taxonomy Document for list of categories and keywords

	–		Distribution lists must be prefixed with an underscore “_”
	department	C10	Identifies the ministry department or ABC Is a minimum of 2 and up to 10 characters long The code can contain only uppercase alphabetical characters (A-Z)
	-distribution listname	C53	Is the name of the distribution list Includes the appropriate acronym for the department as a prefix. Use the corresponding project name, function name or acronym for cross-department projects or function related distribution lists Upper and lower case letters. Acronyms must be capitalized. Distribution List Names Cannot contain; <ul style="list-style-type: none"> • Special characters (and strings): html ~ ! # \$ % ^ & * () + = { } [] \ / : ? , . ; @ < > • Underscores “_” • Spaces “ ”

Public Folders	
Description	Public folders are used by ministries to list shared resources.
Format	Public Folders must have; <ul style="list-style-type: none"> • one common root structure branching out to reflect the organizational structure of the government • first level public folders correspond to departments and organization entities. The public folder names must use the appropriate acronym from the GoA Department and Entity Codes standard. • lower level public folders set to meet the administrative needs of the department.

Resource Name															
Description	<p>Ministries have multiple resources located at various sites within their organizations. These resources may be a combination of meeting rooms, audio-visual equipment, multi-media equipment, temporarily assigned laptops, and other resources whose usage is shared.</p> <p>Resources that exist in the Shared ICT environment and ADS must have resource name identifiers that satisfy the following constraints;</p> <ul style="list-style-type: none"> • unique across the government • convey the most important information about the resource ready for identification • rarely need to be changed 														
Format	~AAAAAAAA-BBBB-CCCCCCCCCC.DDD-EEEEEEEE														
	~	The tilde “~” character is the resource identifier for the GoA. All resource names must start with this character.													
	<p>AAAAAAA A</p>	<p>C8</p> <p>Identifies the resource type</p> <p>Resource types are defined in two categories: those with are specific and usage can be scheduled and those which are generic support resources which are generally not scheduled.</p> <p>The specific resource types in GAL Short Form are;</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="border-bottom: 1px solid black; padding: 2px;">AWA</td><td style="border-bottom: 1px solid black; padding: 2px;">Alternate workplace arrangement</td></tr> <tr><td style="border-bottom: 1px solid black; padding: 2px;">C</td><td style="border-bottom: 1px solid black; padding: 2px;">Camera</td></tr> <tr><td style="border-bottom: 1px solid black; padding: 2px;">M</td><td style="border-bottom: 1px solid black; padding: 2px;">Imager</td></tr> <tr><td style="border-bottom: 1px solid black; padding: 2px;">MR</td><td style="border-bottom: 1px solid black; padding: 2px;">Meeting Room</td></tr> <tr><td style="border-bottom: 1px solid black; padding: 2px;">NB</td><td style="border-bottom: 1px solid black; padding: 2px;">Notebook computer</td></tr> <tr><td style="border-bottom: 1px solid black; padding: 2px;">O</td><td style="border-bottom: 1px solid black; padding: 2px;">Other (Add the description of the resource to the notes field)</td></tr> <tr><td style="padding: 2px;">OH</td><td style="padding: 2px;">Overhead projector</td></tr> </table>	AWA	Alternate workplace arrangement	C	Camera	M	Imager	MR	Meeting Room	NB	Notebook computer	O	Other (Add the description of the resource to the notes field)	OH
AWA	Alternate workplace arrangement														
C	Camera														
M	Imager														
MR	Meeting Room														
NB	Notebook computer														
O	Other (Add the description of the resource to the notes field)														
OH	Overhead projector														

			<p>PH Phone</p> <hr/> <p>PJ Projector</p> <hr/> <p>TU Teleconferencing Unit</p> <hr/> <p>VEH Vehicle</p> <hr/> <p>WB Whiteboard</p> <hr/> <p>The generic resource types in GAL Short Form are;</p> <hr/> <p>Resume Resume</p> <hr/> <p>Helpdes k Helpdesk</p> <hr/> <p>Admin Administrators</p> <hr/> <p>Duty Duty Analyst</p> <hr/>
	BBBB³	C4	Identifies the location of a resource by city or town.
	CCCCCC CCC⁴	C10	Is the short form of a building name. Multi-word building names will be separated by an underscore “_”.
	DDD	C3	Identifies the floor location of a resource. The location is determined by using the first rule that applies, from the following list of rules; <ul style="list-style-type: none"> • Use room number of resource or where resource is located or administered • Use room function where possible, when the room has no room number for easily identified areas such as the Minister’s office, service desk area, and training rooms, so long as there exists no confusion between rooms with the same function

³ Reference Sharp #6247 - Shared ICT Specifications Appendix – CLLI Codes for Alberta.

⁴ Reference BLIMS – Building and Land Information Management System – Department of Infrastructure

			<ul style="list-style-type: none"> Use floor identifier (B, MZ, 1-9), followed by section (NW, NC, NE, EC, SE, SC, SW, WC) as applicable for North, East, South, West, and Central
	EEEEEEE E	C8	Is either the unique Asset Tag attribute for a specific resource type (notebooks, projectors, etc.) or it is a generic resource qualifier attribute.

Where to Apply This Standard

This standard applies to all the Ministries within the Government of Alberta.

Authority and Exceptions

Internal Use Only

Supporting Documentation

References

1. Shared ICT Infrastructure Specifications
<https://www.sharp.gov.ab.ca/secure/docDisplay.cfm?DocID=6247&nh=1>
2. GoA Sector, Department, and Entity Code
<https://imtpolicy.sp.alberta.ca/standards/Pages/GoA-Sector-Department-and-Entity-Code.aspx>

Owner

Service Alberta, Service Modernization, GOA Technical Standards and Architecture and Service Alberta – Bundle 3 Oversight

Contact

GoA IMT Standards at imt.standards@gov.ab.ca

Additional Information

Audience	GoA
Source	Service Alberta, Service Modernization, GOA Technical Standards and Architecture and Service Alberta – Bundle 3 Oversight
Security Classification	Protected B
Proposed Date	2017-09-01
Proposed By	Service Alberta, Service Modernization, GOA Technical Standards and Architecture and Service Alberta – Bundle 3 Oversight

Appendix A

Types of Standards	Description
Technical Standard	These are detailed, unique standards that have developed in response to government IMT policies. Technical standards are intended to be replicable, transferable, and adaptable across ministries and other government agencies. Examples of these could include address data standards or specifications for a single identifier for transacting with government electronically.
Product Standard	An IMT product or specific technology oriented standard that facilitates the task of planning for enhancements and acquisitions within the government's broad information systems environment. As a definitive list of the numerous technologies either employed or under evaluation by Workplace Technology Services, product standards are critical in establishing conformity, interoperability and interchange-ability. Examples of these could include a government-wide standard for document, record management and database, and the list of core products for government workstations.
Process Standard	An established, mandatory business practice that supports IMT projects and existing systems to improve the outcome, diminish risks, and increase reliability. Examples could include business continuity planning processes, threat risk assessment processes, etc.
Reference Standard	An IMT industry standard (either a national or international formal or de facto standard) that has been adopted for use by the Province of Alberta. A Reference Standard may be adopted either as stand-alone or as a precursor to a customized standard or policy document. Examples could include the 1024 bit RSA standard for public key encryption.