



Protocol for Baselining Models in EA

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1 Summary of Baselining in EA

Baselines are a powerful way of recording the state of the model at a key point (e.g. a analysis document being generated) so that at a later time changes made to the model can be readily identified.

In EA baselines are package specific so you can only see the baselines within a EA project if you select the package for which the baseline is created. Baselines can be created from the root node downwards.

Baselines can be imported into and exported from an EA project.

Baselines can be used to transfer designs between project files, e.g. recreate the project file at an earlier state.

2 Recommended Protocol

In order to facilitate the use of baselines at a later time the following should be done for each project:

1. Create a baseline directory for the project
2. All baselines exported to a file in the baseline directory after being created
3. Baseline files named using the following format: [reason for analysis]_[package name]_[yyyymmdd]
4. The notes for the baseline should include what triggered the baseline being created e.g. which document was generated or sign off achieved.
5. Versioning should generally be whole increments for each new document generated/stage of projects released and fractional increments when the baseline is for a revised version of a released document.

Also consider clearing out the audit trail when a baseline is created. The audit trail can be saved as a file in the same folder as the baseline file.