

**Standard Operating Procedures 5510.2**  
**OnTheMap Standards**  
April 27, 2010

## **I. PURPOSE**

OnTheMap is a web-based mapping and reporting application that was first introduced to the public in February 2006. It is an innovative product created under the voluntary federal-state Local Employment Dynamics (LED) Partnership. This set of standards governs its naming convention, versioning, release schedules, and required procedures.

## **II. NAMING CONVENTION**

“OnTheMap” is the official name of the application and should be used in most cases of documentation. The name has no spaces between the three words, and the first letter of each word should be capitalized. For cases in which “OnTheMap” appears in a title or heading that is all caps, the name should appear with small caps, as “ONTHEMAP”.

If it is necessary to differentiate versions of OnTheMap in documentation, then using the following forms are acceptable: “OnTheMap Version 4” or “OnTheMap Version 3.1” or “OnTheMap Version 5.0.1”. These forms should be used only for initial identification or to clarify a reference to OnTheMap. Thereafter, it is preferred that the shortened form of “Version 4” or “Version 3.1”, etc., be used. Note that “Version” is capitalized in all cases.

“OTM”, “otm”, “OTM4”, “otm4”, or other variants of the abbreviation are not acceptable in plain text for formal documentation. These may occur in shorthand or technical usage as part of a filename, variable name, directory, etc.

The Department of Commerce applied for trademark of OnTheMap on February 23, 2009. The serial number is 77675725, and the application is pending.

OnTheMap<sup>™</sup> may also be used until the trademark application is approved or when we want to alert the public to the claim of the mark. OnTheMap® may be used only after the mark has been officially registered by the U.S. Patent and Trademark Office.

## **III. APPLICATION VERSIONING**

OnTheMap will follow an annual application release schedule. The first level is in the incremental form of Version X, where the initial version will be Version 1. Each subsequent release of the first-level version will be designated incrementally as Version 2, Version 3, etc.

Release of first-level versions must be established about a year in advance. Subversions may also be released during a year. A second level in the form of Version X.Y will designate the Yth “major” subversion of Version X, as in 4.1, 4.2, etc. Release of second-level subversions must be

announced to the users at least 3 weeks in advance. The content of second-level subversion should be considered substantial, such as adding a new state or correction of major bugs.

A third level of subversion release may be in the form of Version X.Y.Z, designating the Zth “minor” subversion after Version X.Y. Release of third-level subversions may be made any time at the discretion of the Longitudinal Employer-Household Dynamics (LEHD) Program. The content of third-level subversion should be considered minor, such as correction of spelling or correction of minor bugs.

#### **IV. DATA VINTAGING**

OnTheMap data files are released independently of the OnTheMap application for the purpose of server expert users and data analysts. Each new release of OnTheMap data will be identified by a “data vintage” code based upon the approximate date of release in the form of YYYYMMDD. Future releases of OnTheMap data will include only files in which data values have been added or changed, so that a current “snapshot” of the OnTheMap data may include files from several vintages.

In addition to the data vintage, a “format version” will be defined to describe the data structures and file organization of the released data. Format versions will be enumerated in a similar manner as (but independent of) the application: 4.0, 4.1, etc. The format version will be defined by a “Data Structure document” that describes file and data structures for expert users. The Format Version of OnTheMap Data will be baselined at Version 4.0, and changes and incremental versioning will be made as needed.

Note: There is some connection between the release of data and the versioning of the application: Typically, one or more years of new data are released along with first-level version releases of the application. Corrected or updated data typically trigger a major subversion release when posted to the application.

#### **V. APPLICATION RELEASE SCHEDULES**

The following is the historical record for major versions of the OnTheMap application:

<b>Version</b>	<b>Release Date</b>
1.0	02/03/2006
2.0	04/15/2007
3.0	09/04/2008
4.0	12/14/2009

All future first-level releases will be made in mid-December. The scheduled date of release for OnTheMap Version 5 is December 13, 2010.

## **VI. REQUIRED PROCEDURES**

A beta test period must be established and open for selected volunteers and users to comment on and evaluate the prototype product prior to the scheduled release of each first-level version of OnTheMap.

A preview period of 10-14 days will be allotted to the LED Steering Committee prior to the scheduled release of each first-level version of OnTheMap.

## **VII. POINTS OF CONTACT**

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