

[References] Documentation - Page Template

Thursday, September 28, 2017 1:18 PM

Overview

- The general description of what the document actually IS

Workflow

- Insert the applicable Visio diagram as necessary

Purpose

- What this procedure/process is intended to do

Trigger

- What kicks this off

Dependencies

- What relies on this
- List any handoffs to other teams

Impacted teams

- Who needs to be included in this conversation

In-Scope

- What it does cover

Out-of-Scope

- What it explicitly does NOT cover

Roles and Responsibilities

- Who does what

Procedure(s)

Revision History

VERSION	EFFECTIVE DATE	REVISION DATE	UPDATED BY	APPROVED BY	KEY CHANGES MADE
.01					Document Creation
.02					
.03					

Metadata for this page

Page's point of contact	TBD			
SMEs to consult for changes	TBD			
Before marking as published, get signoff from	TBD			