Project <Project Name>

<System Name>

<Document Title>

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|  | Revision: |  | <Revision Level> |  |
|  | Status: |  | Draft |  |
|  | Date (yyyy-mm-dd): |  | 2011-08-04 |  |

Revision History

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| Revision | Date  (yyyy-mm-dd) | Initials | Description of Changes |
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# Introduction

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Figure : [TBD - Caption of Sample Figure]

## Purpose

## Scope

## Acronyms and Definitions

### Acronyms

The following acronyms are used within this plan.

Table : List of Acronyms and Definitions

| Acronym | Definition |
| --- | --- |
| Please fill this table with all acronyms and their definitions used in this document. Please sort this table (alphabetically, ascending) before finalizing this document. |  |
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### Definitions

The following definitions are used within this plan.

Table : List of Terms and Definitions

| Term | Definition |
| --- | --- |
|  |  |
|  |  |
|  |  |

## References

The following documents are referenced in this document:

Table : List of Referenced Documents

| Doc ID | Document Description |
| --- | --- |
| Please use square brackets for references, eg. “[EN50155]” |  |
|  |  |
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## Maintenance

After internal review and approval, this plan will be submitted to [TBD] for official approval. After [TBD –name of person/organization approving the plan] approval, the plan will be placed under configuration management. Subsequent changes to the plan will follow the stipulations in the [TBD – reference to the appropriate plan, e.g. CMP or SCMP]. The plan will be updated by the [TBD – title of the role] as needed. [TBD Alternative: This document will be reviewed by the [TBD – title of the role] annually and updated as needed]

# ...

## Approach

## Organization

## Responsibilities

## Personnel

## Training

## Techniques

## Schedule

## Tools

## Records, Documentation

## Subcontractors

## Cost

## Risks