| **Title** | **Description / Notes** | **Created by/ Responsible for updates** | **Level of Control** | **Location  *[Project name]/Folder below OR Server OR URLs*** | **Primary Process Area** | **Frequency of update/creation** | **Current Version Number** | **Current Version Date** | **ITAR Sensitive?** | | **PPQA Evaluation Required?** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **OT Plan** | Control the time of meetings | PDL |  | Template Project  Plan V2 | PP | As needed |  |  |  |  | |