
<Company Name>

**<Project Name>
Bill of Materials**

Version <1.0>

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<document identifier>	

Revision History

Date	Version	Description	Author
<dd/mm/yy>	<x.x>	<details>	<name>

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Bill of Materials

1. Introduction

[Provide an overview of the entire document.]

1.1 Purpose

[Describe the purpose of the software to which this document applies.]

1.2 Scope

*[Identify the recipients for the items identified in the **Bill of Materials**; for example, the source code is typically not released to all recipients.]*

1.3 Definitions, Acronyms, and Abbreviations

*[This subsection provides the definitions of all terms, acronyms, and abbreviations required to properly interpret the **Bill of Materials**. This information may be provided by reference to the project's Glossary.]*

1.4 References

*[This subsection provides a complete list of all documents referenced elsewhere in the **Bill of Materials**. Identify each document by title, report number if applicable, date, and publishing organization. Specify the sources from which the references can be obtained. This information may be provided by reference to an appendix or to another document.]*

1.5 Overview

*[This subsection describes what the rest of the **Bill of Materials** contains and explains how the document is organized.]*

2. Version Description

2.1 Inventory of Materials

[List all physical media, such as CDs, floppies, and so on, and associated documentation that makes up the software version being released. Identify numbers, titles, abbreviations, dates, versions, and release numbers as applicable.]

2.1.1 Handling Considerations

[Describe safeguards for handling the material, such as concerns for static and magnetic fields, and instructions and restrictions regarding duplication and licensing.]

2.2 Inventory of Software Contents

[List all files that make up the software version being released. Identify numbers, titles, abbreviations, dates, versions, and release numbers as applicable.]

2.3 Changes

[List all changes incorporated into the software version since the previous version. Identify, as applicable, the problem reports and Change Requests associated with each change. Describe the effect of each change on software use or operation, as applicable.]

2.4 Adaptation Data

[Identify any site-unique data contained in the software.]

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2.5 Installation Instructions

[Provide or reference the following information:

- *instructions for installing the software*
- *procedures for determining whether the version has been properly installed]*

2.6 Known Errors and Problematic Features

[Identify any possible problems or known errors with the software at the time of release. Describe steps that can be taken to recognize, avoid, correct or handle any problematic features.]