

**IMPROVEMENT OBJECTIVE DOCUMENT**

***[Project’s name]***



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| Date | Version | Author | Description |
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**REVISIONS**

# Introduction:

## Document Purpose:

*[Description document purpose]*

## Scope:

*[Description document scope]*

## Guidelines

*[Description guidelines that use to guide how to use configuration management process]*

## Abbreviations and Acronyms

|  |  |
| --- | --- |
| Abbreviations | Acronyms |
|  |  |
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# Basic Tenets of *[Project’s name]* Plan

*[Description about current configuration plan of project]*

# Key elements of plan

*[Reevaluate key elements of configuration management of current project plan]*

# Improvement process

*[Establish improvement process for goal and objective]*

## Goal

*[Description goal for improvement process]*

## Objective

*[Description objective for improvement process]*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Target** | **Actions** | **Sources** | **Implementing/ Monitoring** |
| *[ID of target]* | *[Description target of objective]* | *[Description actions for target]* | *[Sources of target]* | *[Department or person who implement or monitoring target]* |
|  |  |  |  |  |
|  |  |  |  |  |